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City and County of San Francisco
Juvenile Probation Commission

NOTICE OF PROGRAM COMMITTEE MEETING
Youth Guidance Center Conference Rm
375 Woodside Ave
San Francisco, Ca 94127
3:00 PM. Thursday, January 18, 2001

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of Program Committee meeting minutes of September 19 and October 17, 2000.
3. (ACTION) Consideration and possible recommendation to full Commission, a contract with Bayview Hunters Point Foundation, in the amount of $69,000.00 for population management project.
   ** explanatory document: proposed contract.
4. (ACTION) Consideration and possible recommendation to full Commission , to accept and expend supplemental grant funds of $483,752.00, from the Board of Corrections' Repeat Offender Prevention Program (ROPP). **explanatory document: resolution
5. (DISCUSSION) Report from Samoan Community Development Center on progress since last program review.
6. (DISCUSSION) Report from Davis Ja and Associates on the "Non intensive" community based programs.
   ** explanatory document (evaluation report by Ja and Associates).
7. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the
8. Juvenile Probation Commission.
   (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by January 12, or at the Commission meeting. Please call the office to make arrangements.)

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NOTICE OF MONTHLY MEETING
City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
6:00 pm Thursday, January 18, 2001

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of November 16, 2000 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report:
   a. Status report on Juvenile Hall replacement project
   b. FY 2000-2001 Operating Budget Update
   c. Highlights since last Commission meeting
      - **(explanatory document)
   d. Trends/Emerging Issues/Upcoming Events
      ** explanatory document: monthly report for Nov/Dec 2000
4. (ACTION) Consideration and possible action on Finance Committee's recommendation to renew contracts with the California Dept of the Youth Authority, for 1) emergency custody and 2) diagnostic treatment of SF. juvenile wards, not to exceed $10,000 for #1 and $250,000 for #2 . ** explanatory document: contract

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City and County of San Francisco
Juvenile Probation Commission

5. (ACTION) Consideration and action on Program Committee's recommendation to contract with Bayview Hunters Point Foundation, in the amount of $69,000.00 for population management project.
6. (ACTION) Consideration and possible action on Program Committee's recommendation to accept and expend supplemental grant funds of $483,752.00, from the Board of Corrections' Repeat Offender Prevention Program (ROPP)
7. (ACTION) Consideration and possible action on submittal of Juvenile Probation Department's Capital Improvement Budget for 2001-2. **explanatory document: Capital Improvement Budget
8 (DISCUSSION) Presentation of the proposed FY 2001-2 Children's Services Plan, by the Dept. of Children, Youth, and their Families. * explanatory document: : Children's Plan
9 (DISCUSSION) Library facilities/programs within the Dept.
10. (DISCUSSION) Request by San Francisco Muslim Community Center to take possession of Chapel at YGC.
11. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
12. (DISCUSSION) Announcements, requests for future agenda items.
13. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Jan. 16, or at the Commission meeting. Please call the office to make arrangements.)

January 12, 2001

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MINUTES OF JANUARY 18, 2001 MONTHLY MEETING

Held at City Hall, Room 416, 1 Dr. Carlton B. Goodlett Place

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
   The meeting was called to order at 6:08 pm by the President. Comms. Hale, Chuck, Dupre, and Aramburo were present at the gavel. Comms. Larson and Jackson-Drake were excused.
2. **(ACTION) Review and approval of November 16, 2000 meeting minutes**
   The minutes were approved as written.
3. **(DISCUSSION) Chief Probation Officer's Report:**
   a. **Status report on Juvenile Hall replacement project**
      Chris Bigalow gave an update on the progress, and showed drawings of the overall physical structure footprint, and elevation renderings of outside/inside spaces. They do need to submit additional documents for Environmental Impact concerns (with the Feds). The Arts Commission is meeting with the artists on the 24th to further discuss the public art projects for this building. There were no undue delays expected. Cooperation between this project and Laguna Honda Hospital is good, as is the relationship with the contiguous neighborhood. There was a short discussion about the physical appearance. (plans/drawings are available for inspection at YGC, with Joanne Chow Winship).
   b. **FY 2000-2001 Operating Budget Update**
      Chief Williams said that they were not ready to present this at this time, but at the Feb. meeting there will be a full report.
   c. **Highlights since last Commission meeting**
      Chief Williams acknowledged PO Rod Reyes for his commendable work in setting up the domestic violence program for the Dept, and his extended work on the issue throughout the city and state (he helped set up a family violence/domestic violence court in SF). Williams read a commendation letter from Reyes's supervisor.
      There was a short discussion regarding the lack of services for this population, and the need for more training of providers to deal with the problem.
      The Chief also introduced two youth from LCR (Andre Penard, John Sweeney) who were recognized by the Writer's Workshop for their writing, on the occasion of Martin Luther King's birthday.
   d. **Trends/Emerging Issues/Upcoming Events**
      Williams reminded the public about the retirement event for Cheyenne Bell the next Friday.
4. **(ACTION) Consideration and possible action on Finance Committee's recommendation to renew contracts with the California Dept of the Youth Authority, for 1) emergency custody and 2) diagnostic treatment of SF. juvenile wards, not to exceed $10,000 for #1 and $250,000 for #2.**
   Comm. Chuck moved, seconded by Comm. Dupré, to approve this contract. The Chief explained this was a continuing contractual relationship with Youth Authority, with an expected increase cost due to the increase rates being charged by YA, and the increased need for diagnostic exams for our detainees. Ques: if the total amounts are not used, is there the option of reallocating the remaining funds to other uses? Answer: possibly but probably no funds will remain.

There was no further discussion, no public comment. The question was called and upon vote, passed unanimously, 5-0.

5. **(ACTION) Consideration and action on Program Committee's recommendation to contract with Bayview Hunters Point Foundation, in the amount of $69,000.00 for population management project.**
Comm. Arámburo reviewed what was being called for in this action. (see description of the program, in the Program Committee minutes of 1/18/01). She said that this was a good means of testing out ways of getting the population of minority youth out of the hall, and finding alternatives to out of home placements for them. Comm. Dupré moved, seconded by Comm. Chuck, to approve this contract. There was no public comment. The question was called, and upon vote, passed unanimously, 4-0-1, with Comm. Hale abstaining, due to conflict of interest.
6. **(ACTION) (ACTION) Consideration and possible action on Program Committee's recommendation to accept and expend supplemental grant funds of $483,752.00, from the Board of Corrections' Repeat Offender Prevention Program (ROPP) .**
Comm. Arámburo reported back what was discussed in the Program Committee (see minutes of 1/18/01 meeting), and moved to approve this item. Seconded by Comm. Dupré. There was no public comment. The question was called, and upon vote, passed unanimously, 5-0.
7. **(ACTION) Consideration and possible action on submittal of Juvenile Probation Department's Capital Improvement Budget for 2001-2.**
Comm. Chuck reported what was discussed in the Facilities Committee meeting of 1/12/01 (see committee minutes). There were no questions from the Commission. There was no public comment. Upon motion, seconded, the motion to submit the Capital Improvement Budget was approved unanimously, 5-0.
8. **(DISCUSSION) Presentation of the proposed FY 2001-2 Children's Services Plan, by the Dept. of Children, Youth, and their Families.**
Deborah Alvarez-Rodriguez, Director of the Dept of Children, Youth and their Families, presented the Plan, which was not a proposal for immediate changes in the program (since they are on a two-year grant cycle). This "plan" is a progress report and update, highlighting what was going on in the planning and evaluations of programs and services. Eg. service populations will now be extended to 23 yrs of age. They are talking cross depts, with program staffs, youth, foundations, in this process. She described the different ways they have been data gathering, emphasizing the central utilization of youth at every step.
She mentioned that they project a budget next year of about $33 million.
Question: what success have they had in dealing with truancy? Answer: they've been able to meet with DHS and SFUSD to define what they mean by truant, to compare their data, and to decide how to address the problem.
Comm. Hale mentioned the importance of DOCYF's benchmark for children having a meaningful relationship with their peers, family and community.
They will have an evaluation report of the programs funded under the Children's Dept will be available about Jan. 2002.
Public Comment: Joan Pearson of Coleman Advocates, commended one of the Dept's programs CARC) for what it did for her son. She encouraged the Dept. to put more funds into counselors who could do what they did with her son.
9. **(DISCUSSION) Library facilities/programs within the Dept.**
Comm. Arámburo reported that they have established a library nook at LCR, in the former Rec. Room. The Chief said they are in communications with the SF Library about hiring a FT librarian to serve the Dept at both locations (the Hall, and LCR).

Comm. Arámburo also mentioned that many youth asked for a music program, which might be conducted in that room.

10. **(DISCUSSION) Request by San Francisco Muslim Community Center to take possession of Chapel at YGC.**
Chief Williams reported that they were still in communications with the group in regards to this request, and the Mayor's office has been notified of their interest, to see if there were any legal restrictions to such a transfer of property. He will report back whatever new information is received, as it becomes available.
11. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
There were no public comments.
12. **(DISCUSSION) Announcements, requests for future agenda items.**
Comm. Julian noted that the Feb. meeting of the Commission will be the last meeting for himself and Comm. Jackson-Drake, whose terms are expiring. Elections for new officers will take place at the Feb. meeting. Comm. Chuck asked who to write the check to for Cheyenne's function. Comm. Hale asked if the Commission could revisit the issue of violence in our communities. He noted that there has been a recent rash of violence in the African American communities. Comm. Arámburo said she heard the Mayor is planning a summit on violence, in March. The Chief said that maybe the Commission could have a role to play in whatever follow up the Mayor's summit might come up with. Comm. Dupré said that summits are fine, but programs like what are supported by the Department's community programs division, or what Deborah Alvarez-Rodriquez talked about –the comprehensive networks, are what may be key to making change happen. A short discussion ensued. There were no decisions reached, no actions taken.
13. **(ACTION) Adjournment**
The meeting was adjourned at 8:20 pm.

Adopted Feb. 15, 2001

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JUVENILE PROBATION COMMISSION

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NOTICE OF MONTHLY MEETING
City Hall, Room 416
1 Dr. Carlton B. Goodlett Place
6:00 pm Thursday, February 15, 2001

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of January 18, 2001 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for Jan. 01
   a. Status Report on Juvenile Hall Replacement Project
   b. FY 2000-2001 and FY 2001-2002 Operating Budget Update
   c. Highlights from last Commission meeting to present.
   - SFUSD Development Day at Log Cabin Ranch
     Dr. Michael Lindsey, Presenter, (Friday, 1/19/01)
   - The Chief gave an Informational Presentation to the Human Rights Commission on the SFJPD Prevention and Intervention Services (Thursday, 1/25/01, at 6:00 PM, in City Hall)
   - Juvenile Justice Coordinating Council Meeting on AB 1913 (Thursday, 2/8/01, 1:30 PM to 3:00 PM, in the YGC Cafeteria)
   - Volunteer Auxiliary Annual Dinner - Jack Jacqua Honoree (Saturday, 2/3/01, at the Pan Pacific Hotel)
   - SFJPD Farewell Celebration for Cheyenne Bell (Friday, 1/26/01, at the Southeast Community Facility)
   - Briefing on SFJPD and tour of Juvenile Hall for Supervisor Gerardo Sandoval (Tuesday, 2/13/01, at 3:00 PM)

   d. TRENDS/EMERGING ISSUES/UPCOMING EVENTS
   Tuesday, 3/6/01, 10:00 AM to Noon, Board of Supervisors Hearing on Juvenile Justice Issues
   Wednesday, 3/7/01, Mayor's Crime Summit
   Wednesday, 3/7/01, Juvenile Justice Coordinating Council Meeting 5:00 PM to 7:00 PM, in the YGC Cafeteria
   Upcoming Series of articles by Joan Ryan, columnist with the Chronicle
   e. Staff Commendation
4. (ACTION) Election of new Officers.
5. (ACTION) Consideration and possible action on Finance Committee's recommendation to submit Department's FY 2001-02 budget, to the Mayor. **explanatory document: FY 2001-2 Operating Budget
6. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
7. (DISCUSSION) Announcements, requests for future agenda items.
8. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Feb 12, or at the Commission meeting. Please call the office to make arrangements.)

February 8, 2001

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MINUTES OF FEBRUARY 15, 2001 MONTHLY MEETING

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
   The meeting was called to order at 6:15pm by the President. Comms. Hale, Drake, Aramburo were present at the gavel. Comm. Dupre arrived at 6:17 pm.
2. **(ACTION) Review and approval of January 18, 2001 meeting minutes**
   Comm. Hale made a correction on pg. 2, to his comments, adding "ful" to meaning. With this correction, the minutes were approved.
3. **(DISCUSSION) Chief Probation Officer's Report:**
   a. **Status Report on Juvenile Hall Replacement Project**
      Chris Bigalow reported that things were progressing as smoothly as can be expected and that there were no unanticipated hang ups in the schedule right now.
      Bigalow introduced Jill Manson of the Arts Commission, and she described the activities being carried out with the artists who will do the public arts project in the new facility. They haven't anything carved in stone (so to speak) nor have they taken their ideas to the Art Commission yet, and she said they hopefully will be able to get drafts of visuals for the Commission to see at a follow up meeting. Comm. Hale encouraged having exhibit spaces for showcasing work by past and current detainees.
   b. **FY 2000-2001 and FY 2001-2002 Operating Budget Update (combined with agenda item #5)**
   c. **Highlights from last Commission meeting to present.**
      The Chief gave a short report on the following:
      - SFUSD Development Day at Log Cabin Ranch Dr. Michael Lindsey, Presenter, (Friday, 1/19/01) This was one of 2 staff development trainings at the Ranch.
      - The Chief gave an Informational Presentation to the Human Rights Commission on the SFJPD Prevention and Intervention Services (Thursday, 1/25/01, at 6:00 PM, in City Hall)
      - Juvenile Justice Coordinating Council Meeting on AB 1913 (Thursday, 2/8/01, 1:30 PM to 3:00 PM, in the YGC Cafeteria) MCJC reported on what to expect for this AB 1913 funding availability. On Feb. 23rd there will be a workgroup meeting, and on March 2. another one.
      - Volunteer Auxiliary Annual Dinner – Jack Jacqua Honoree (Saturday, 2/3/01, at the Pan Pacific Hotel)
      - SFJPD Farewell Celebration for Cheyenne Bell (Friday, 1/26/01, at the Southeast Community Facility)
      - Briefing on SFJPD and tour of Juvenile Hall for Supervisor Gerardo Sandoval (Tuesday, 2/13/01, at 3:00 PM)
   d. **Trends/Emerging Issues/Upcoming Events**
      Tuesday, 3/6/01, 10:00 AM to Noon, Board of Supervisors Hearing on Juvenile Justice Issues
      This is a committee meeting of the Bd..
      Wednesday, 3/7/01, Mayor's Crime Summit
      Wednesday, 3/7/01, Juvenile Justice Coordinating Council Meeting 5:00 PM to 7:00 PM, in the YGC Cafeteria
      Upcoming series of articles by Joan Ryan, columnist with the Chronicle
   d. **Staff Commendation**
      There were two counselors who were commended.
4. **(ACTION) Election of new Officers.**
   Comm. Drake nominated Comm. Hale for the Presidency. Comm. Aramburo nominated Comm. Dupre for the Vice Presidency. There were no other nominations. Upon voice vote, the two nominees were elected by acclaimation.
   Comm. Julian announced that while he will retire from the Commission, he enjoyed his tenure on the Commission and was satisfied that they have had an excellent relationship with the Dept and Chief. He has offered to continue to participate at Commission meetings until a named replacement is made, in order to maintain a meeting quorum. With this, he turned over the gavel to the newly elected President.
   Comm. Dupré expressed his appreciation for the work and direction given by Comm. Julian.

He also thanked Comm. Jackson-Drake for her work in the Finance Committee. Comm. Jackson-Drake stated that while her term is also up, she will remain on the Commission until her replacement is named so as to ameliorate any harships brought about by vacancies in the Commission.
Comm. Hale praised Comm. Julian's leadership in promoting the leadership of others; the commissioners, the Dept staff, the community.
There was a short ceremony presenting two certificates to Comm. Julian, one from the Mayor, the other from the Commission itself.
Tim Diestal commented that he uses Comm. Julian as an example for the kids in juvenile hall, and he thanked Comm. Julian for being a role model that they could aspire to.
The Chief said that it was a pleasure working with both Comm. Julian and Comm. Jackson-Drake, and that the Dept has been able to move forward only through the professionalism and commitment of individuals like themselves on the commission.

5. (ACTION) Consideration and possible action on Finance Committee's recommendation to submit Department's FY 2001-02 budget, to the Mayor.
Ed Lopatin reviewed the information presented to the Finance Committee and highlighted several items that were brought to the attention of the Committee (minutes of the committee meeting available at JPC office)..
Comm. Hale asked what items the Dept will need to develop funds for if the City doesn't approve them.
Comm. Jackson-Drake said that the Mayor's office needs to be aware of the affect of the budget on the safety of the children we work with, and it must be advocated for on these terms.
Comm. Arámburo asked about the analyst. She was familiar with the name. She asked the Dept about the ultimate loss of TANF funds.
She asked about the OT on pg. 19 and what was the actual reduction. Lopatin said that the figure $169K was the budgeted amount of OT, while the $799K was the actual spending by the Dept. He said that even if the Hall were at full staffing, and they had perfect management, they'd need OT on the level of $400 -$500K. As an example, the Chief mentioned that last year there was a youth confined to SFGH, who required a assigned Dept staff 24/7 for 6 mos. This cost more than $150K alone.
Comm. Arámburo asked about specialized services on pg. 23. Lopatin said that that amount is now covered under TANF. Question: what happens to that after TANF. Lopatin said that there is no way to absorb it.
Comm. Arámburo mentioned that a DPW staff told her that about 10 yrs ago, the Ranch budget for DPW projects was about $300K, now down to a fraction of that.
Comm. Arámburo raised the issue of the Commission's Executive Secretary's position upgrade, something that has been worked on for more than a year. Lopatin said that if DHR approved (recommended it) they would do the upgrade for the upcoming FY budget.
Comm. Jackson-Drake moved to approve the Financial Committee's recommendation. Comm. Dupré seconded. Comm. Hale commented that there was extended discussion in the Finance Committee, with public comments, so he was satisfied that the Dept has done well in making sure the public's concerns are acknowledged and taken into account. Comm. Julian also said that he was comfortable with the process. There will always be different perspectives on the best way to spend funds, but that the Commission and Dept will always be guided by what's best for the youth.
Comm. Jackson-Drake invited the community to be partners with the Dept in this budget process to advocate for adequate support of services. She also thanked the Dept. staff who worked so hard to prepare the budget.

6. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
Margaret Libby represented Coleman Advocates. She spoke highly of the advocacy and heart of the people in Coleman, and said that she'd take back the Commission's comments to them.
Comm. Arámburo said that the advocacy of Coleman is important, and that they are listened to. She pointed to the fact that they cites the lack of "Level 14" beds, and as a result there is now more attention being paid to it by the Dept.

7. (DISCUSSION) Announcements, requests for future agenda items.
There was none.

8. (ACTION) Adjournment. The meeting was adjourned at 8:30 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

SF
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Special

NOTICE OF SPECIAL MEETING
At the Delancey St. Restaurant
600 Embarcadero Blvd, San Francisco
6:00 pm Tuesday, February 27, 2001

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AGENDA

This is a purely social gathering of the Commission, celebrating two retiring Commissioners, and as such there will not be any business conducted.

February 8, 2001

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CITY AND COUNTY OF SAN FRANCISCO
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MAR 26 2001
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NOTICE OF PROGRAM COMMITTEE MEETING
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
4:30 pm Wednesday, March 28, 2001

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of Program Committee meeting minutes January 16, 2001.
3. (ACTION) Discussion and possible action to recommend to the full Commission, acceptance of $11,300.00 grant from the California Youth Authority for continuation of the Young Men As Fathers program at Log Cabin Ranch. ** explanatory document: resolution and description of program.
4. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the
5. Juvenile Probation Commission.
6. (ACTION) Adjournment

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NOTICE OF MONTHLY MEETING
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
5:30 pm Wednesday, March 28, 2001

AGENDA

1. (ACTION) Roll Call and introduction of Commissioner Ricci.
2. (ACTION) Review and approval of Feb. 15, 2001 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for Feb.'01
   a. Introduction of Librarian, Margot Kavanagh
   b. Employee recognition (PO Rhonda Hutchings)
   c. Status report on Juvenile Hall Replacement Project
   d. FY 2000-2001 Operating Budget Update
   e. Highlights from last Commission meeting to present.
      - Finalization of AB 1913 spending plan 3/2/01
      - Bd of Supervisors meeting 3/6/01
      - Mayor's Crime Summit 3/7/01
      - Each One Reach One, and American Conservatory Theatre Presentations with YGC residents 3/9/01
      - Foster Youth Summit 3/10/01
      - SF Bar Assn project meeting 3/14/01
      - Robeson/Rivera Academy student performance 3/15/01
      - Michigan State graduate students visit 3/16/01
      - Ongoing meeting with members of Bd of Supervisors
   f. Trends/Emerging Issues/Upcoming Events
      - Press conference re: April Child Abuse Month, and Girls' Conference at YGC 4/2/01
      - Alliance of Black School Educators Conference 3/30/01

4. (DISCUSSION) Volunteer Auxiliary report on recent activities in setting up the library facilities in YGC and Log Cabin. Ranch
5. (ACTION) Consideration of Program Committee's recommendation to accept a $11,300.00 California Youth Authority grant for the Young Men As Fathers program at Log Cabin Ranch.
6. (DISCUSSION) Current situation with Placement of youth on probation.
7. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
8. (DISCUSSION) Announcements, requests for future agenda items.
9. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Mar 26, or at the Commission meeting. Please call the office to make arrangements.)

March 23, 2001

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JUVENILE PROBATION COMMISSION
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MINUTES OF MARCH 28, 2001 MONTHLY MEETING

Held at City Hall, Room 400 1 Dr. Carlton B. Goodlett Place

1. **(ACTION) Roll Call and introduction of Commissioner Ricci**
   The meeting was called to order by the President at 5:37 pm. All commissioners were present. The President introduced the new Commissioner, Jacqueline Lingad Ricci. She thanked him and said that she looked forward to the work to be done by the Commission, because of the importance to the children and youth of San Francisco.
2. **(ACTION) Review and approval of Feb. 15, 2001 meeting minutes**
   The mintues were approved as written.
3. **(DISCUSSION) Chief Probation Officer's Report:**
   a. **Introduction of Librarian, Margot Kavanagh**
      Chief Williams introduced the librarian, and thanked the Volunteer Auxiliary for its work and funding this position.
      Kathleen Kelly, President of the Volunteer Auxiliary Board, summarized what the Auxiliary does, and emphatically emphasized the importance of this project, the excitement of the kids for it, and encouraged the Dept to think big in the juvenile hall replacement project, to include adequate space and resources, and staff to create a library program that will serve the youth well into the future and not become outdated. It was suggested that they sit down with Chris Bigelow to review the space design for this issue, both during the reconstruction and for the new facility.
      Comm. Arámburo reiterated the excitement and encouragement of Kelly.
   b. **Employee recognition (PO Rhonda Hutchings)**
      The Chief read a letter from an attorney applauding the outstanding work done by PO Hutchings for his/her client.
   c. **Status report on Juvenile Hall Replacement Project**
      C. Bigelow showed some drawings which showed more recent elevation renderings. He reported that the start date for construction will be moved back to just after the new year, 2002. At the next Commission meeting there will be a report regarding the NEPA compliance status. Meetings with community groups contrinues. There is only a projected 250 sq ft library projection for the new facility.
      There is a building resource efficiency regulation which tries to keep construction projects as conservation minded as possible, both during the process of construction and in usage afterward. All drawings are available for inspection through Joanne Winship's office.
   d. **FY 2000-2001 Operating Budget Update**
      Ed Lopatin reported that the Controller accepted the projected revenues for next year so allowed the upgrades for positions.
      Utilities cost will be a question. Possible solution is to charge the other operations in YGC for usage (SPY, YTEC, SFUSD).
      There is an estimated surplus in the Dept's workers' comp fund for next year, and this may allow another $150K for program enhancements.
   e. **Highlights from last Commission meeting to present.**
      - **Finalization of AB 1913 spending plan 3/2/01**
        The Coordinating Council has concluded its meetings and planning and has come up with a spending plan for the AB 1913 funds. It needs to be approved by the Bd of Supervisors now.
      - **Bd of Supervisors meeting 3/6/01**
      - **Mayor's Crime Summit 3/7/01**
        The Chief reported that SF is going to try and reproduce the Boston Plan (to address gang violence), here. There will be upcoming community based meetings to talk about juvenile justice issues.
      - **Each One Reach One, and American Conservatory Theatre Presentations with YGC residents 3/9/01**
        This is an ongoing activity, with follow up dates planned.
      - **Foster Youth Summit 3/10/01**

The Chief reported that the Dept was a co sponsor of this, along with the Children's Mental Health Services (DPH)

- **SF Bar Assn project meeting 3/14/01**
  They are going to work with the Dept on various joint project.s
- **Robeson/Rivera Academy student performance 3/15/01**
  There will be another peformance in August.
- **Michigan State graduate students visit 3/16/01**
- **Ongoing meeting with members of Bd of Supervisors**

f. **Trends/Emerging Issues/Upcoming Events**

- **Press conference re: April Child Abuse Month, and Girls' Conference at YGC 4/2/01**
  Press conference called off, but public information will be give out regarding this.
  The Dept will do a similar girls' conference to be held in Juvenile Hall during the spring break.
- **Alliance of Black School Educators Conference 3/30/01**
  The Chief, John Knox, and Nancy Yalon will present at the conference.

Comm. Arámburo commended the Chief on the Dept's presentation at the Bd of Supervisor Committee meeting. She also asked if J. Bell would be doing a report on the progress of the Youth Law Center on the Minority Detention issue. The Chief said that he'll ask them to report at the May or June commission meeting.

Comm. Arámburo also wanted a report on the Dept's training activities on proper language by staff regarding race, sex,ethnicity. The Chief said that Supe. Ammiano asked for a report on the Dept's training, which is due by April 20. He will have it for the Commission then.

Comm. Arámburo commended the Ranch for its evolution and the students' attitudes in improving the conditions anad services at the Ranch. She was impressed by the YCD program, the Writers' Corps,the multi vocational programs. She asked for Principal Lou Garrett to report to the Commission (within 1-2 months) his curricular plans for the Ranch school. She is concerned for the language access needs of the youth there.

Public Comment: David Jackson, Community Network for Youth Development, was concerned that there isn't adequate public notice about funding opportunities (eg. AB 1913) so that organizations like his can be included in the planning/acquisition process. Additionally, since his organization provides training to non profits, it would be interesting to him to know of training that is planned for Dept staff, that might be something his organization can provide.

4. **(DISCUSSION) Volunteer Auxiliary report on recent activities in setting up the library facilities in YGC and Log Cabin. Ranch**
   This was done by Kathleen Kelly during the the Chief's report.
5. **(ACTION) Consideration of Program Committee's recommendation to accept a $11,300.00 California Youth Authority grant for the Young Men As Fathers program at Log Cabin Ranch..**
   Comm. Arámburo moved to approve the Program Committee's recommendation to accept the grant. Seconded by Comm. Dupré, who also asked Liler B Jackson to do a summary of her presentation to the Program Committee. (see Program Committee minutes). Changes since the program started. In April of 2000, at the first Family Day activity, only one family came. In Dec. 2000, 78 family members came.
   Comm. Dupré asked for an update report in 7 months, Comm. Arámburo asked for notification of when Family Days are scheduled.
   There was no public comment. **The question was called, and upon voice vote, passed unanimously, 6-0.**
6. **(DISCUSSION) Current situation with Placement of youth on probation.**
   The Chief introduced Barbara Johnson, to whom the Placment Division reports, and she introduced Dan Hicks, the Director of the Division, who prepared and gave the report. **(highlights)**
   There are 86 placement sites used, 2 of them out of state. There are 8 active caseload POs, 2 transition POs (aftercare), and one placement diverion PO.
   The Private Placement unit has placed 100 youth from 6/99 - 6/00, vs 91 in 6/98 – 6/99. There are currently 30 youth in placement, vs 166 this time last yr. POs have an avg caseload of 28.75 youth, vs 31 last yr.
   One great challenge in placement is dealing with Bill 575, which was based on laws governing dependency cases, but now places the burden of heavy paperwork and bureaucracy on the shoulders of delinquency. The

paperwork is incredible, eg. a 13 pg case management plan, adoption, reunification plans, parental rights relinquishment, emanicipation of minors. (written report available from the JPC office).
Comm. Arámburo asked if SNLAF could provide services to the Dept regarding some of this. She also noted the increase in placement cases over the previous year, the high rate of replacement cases, She posed the question to the Dept of whether we should be exploring the possibility of regional placement centers, level 14 type placements. Are the increased numbers referred to placement at the order of the courts, or recommendation from the Dept.
Barbara Johnson said that there were 31 cases in Juvenile Hall awaiting placement and that this was a very low number compared to the past.
The Chief asked that when the Commission decides to look at this issue in more depth at a future meeting, they invite targeted entities involved in the issue, to come and discuss it with them.

7. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   There was no public comment.
8. **(DISCUSSION) Announcements, requests for future agenda items.**
   Comm. Hale annouced that there was going to be a press conference on April 7, at 11:00am in the Bayview Hunters Point Police Station, regarding the violence in the community
   Comm. Arámburo asked about the upcoming Mayor's conference on women. The Chief said they expect to provide scholarships for 150 girls to attend.
9. **(ACTION) Adjournment**
   The meeting was adjourned at 7:34 pm.

Minutes Approved April 25, 2001

NOTICE OF PROGRAM COMMITTEE MEETING

To be held at Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
3:00 PM Wednesday, April 25, 2001

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AGENDA

JUVENILE PROBATION COMMISSION

1. (ACTION) Roll Call
2. (ACTION) Review and approval of Program Committee meeting minutes March 28, 2001.
3. (ACTION) Annual assessment and consideration of recommending to the full Commission, renewal of funding for the following 13 TANF programs as per the TANF RFP, up to the maximum amounts listed: **explanatory document: dept report
   - Asian & Pacific Islander Wellness Center $54,000
   - Bay Area Legal Aid $100,000
   - CARECEN $100,000
   - Community Boards $0
   - Edgewood Children's Center $100,000
   - Girls After School Academy $70,000
   - Girls 2000 $100,000
   - Instituto Familiar de la Raza $100,000
   - Morrisania West, Inc. $100,000
   - National Foundation for Teaching Entrepreneurship $100,000
   - Richmond District Neighborhood Center $100,000
   - Samoan Community Development Center $100,000
   - Special Services for Groups $100,000
4. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
5. (ACTION) Adjournment

NOTICE OF MONTHLY MEETING

To be held at Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
5:30 pm Wednesday, April 25, 2001

AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of March 28, 2001 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for Mar.'01
   a. Status Report on Juvenile Hall Replacement Project: Frank Filice of the Bureau of Engineering, explanation of the National Environmental Protection Agency procedures.
   b. FY 2000-2001 and FY 2001-2002 Operating Budget Update
   c. Highlights from last Commission meeting to present.
   d. Trends/Emerging Issues/Upcoming Events

4. (ACTION) Consideration of action on Program Committee's recommendation on contracting with the following 13 TANF funded community based providers, for up to the maximum amounts listed:
   - Asian & Pacific Islander Wellness Center $54,000
   - Bay Area Legal Aid $100,000
   - CARECEN $100,000
   - Community Boards $0
   - Edgewood Children's Center $100,000
   - Girls After School Academy $70,000
   - Girls 2000 $100,000
   - Instituto Familiar de la Raza $100,000
   - Morrisania West, Inc. $100,000
   - National Foundation for Teaching Entrepreneurship $100,000
   - Richmond District Neighborhood Center $100,000
   - Samoan Community Development Center $100,000
   - Special Services for Groups $100,000
5. DISCUSSION). report on the YGC Chaplaincy Program, from the Interfaith Council (update on governance issues regarding the chaplaincy and on funding), and from Reverend Toni Dunbar (report on activities of her office). [Drake]
6. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
7. (DISCUSSION) Announcements, requests for future agenda items.
8. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by April 23, or at the Commission meeting. Please call the office to make arrangements.)

April 18, 2001

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MINUTES OF APRIL 25, 2001 MONTHLY MEETING

held at Youth Guidance Center Cafeteria 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
   The meeting was called to order at 5:45 pm, by the President, All Commissioners were present at the gavel.
2. (ACTION) Review and approval of March 28, 2001 meeting minutes
   Comm. Chuck pointed out the lack of a verb (has) in the section reporting on the Juvenile Justice Coordinating Council's spending plan. With this correction the minutes were approved.
3. (DISCUSSION) Chief Probation Officer's Report:
   a. Status Report on Juvenile Hall Replacement Project:
      Frank Filice of the Bureau of Engineering, explanation of the National Environmental Protection Agency procedures.
      Chris Bigelow reported: There is a problem with the temporary relocation of staff (with temporary facilities). Hopefully soon to be resolved. Meetings with neighbor groups is ongoing. Concerns are being kept in mind.
      Filice reported: There is going to be an impact report written up, which will go through a public comment period, and depending upon response to it, be reivewed for the need of a public hearing. Once that process has wound down, construction should be a next step. There were no untoward delays expected as a result of the need for this report. Target start date is still Jan. 2, 2002.
   b. FY 2000-2001 and FY 2001-2002 Operating Budget Update
      The Chief stated that they project a small deficit of up to $200K, which may be resolved if the Controller's office recognizes some sources of revenues. Additionally, the Dept is trying to get the City to re-calculate retirement costs, as there is a disparity between deficits in retirement accounts but surpluses in salaries due to unfilled slots.
      In the upcoming fiscal year, the Dept is not facing a rosy picture, but thingsare still in flux so there is no definitive report as to the status.
   c. Highlights from last Commission meeting to present (none)
   d. Trends/Emerging Issues/Upcoming Events (none)
4. (ACTION) Consideration of action on Program Committee's recommendation to contract with Young Community Developers in the amount of $59,442 to provide job readiness services to Log Cabin Ranch.
   Upon motion, and seconded, Comm. Arámburo describedthe program briefly. There was no public comment. The question was called, and on voice vote, passed unanimously, 7-0.
5. (ACTION) Consideration of action on Program Committee's recommendation on contracting with the following 13 TANF funded community based providers, for up to the maximum amounts listed:
   - Asian & Pacific Islander Wellness Center $54,000
   - Bay Area Legal Aid $100,000
   - CARECEN $100,000
   - Community Boards $0
   - Edgewood Children's Center $100,000
   - Girls After School Academy $70,000
   - Girls 2000 $100,000
   - Instituto Familiar de la Raza $100,000
   - Morrisania West, Inc. $100,000
   - National Foundation for Teaching Entrepreneurship $100,000
   - Richmond District Neighborhood Center $100,000
   - Samoan Community Development Center $100,000
   - Special Services for Groups $100,000

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Comm Hale called for a motion on the community based service providers, with the exception of Morrisania West. Comm. Dupré moved for approval. Motion was seconded. Comm. Arámburo thanked the community providers and the community programs division for their work in preparing the annual report. Comm. Hale noted that while the action by the Commission would be swift, there had been a great deal of attention already paid in committee regarding each of these (see Program Committee minutes). Comm.Hale asked what the Dept was going to do to replace the Community Boards contract, since the desire is to keep the philosophy of BARJ (Balanceand Restorative Justice) alive here. The Chief said that there are elements of the BARJ philosophy in other funded programs so this isn't going to die with the end of the Community Boards program. Comm. Hale suggested the Program Committee initiate a discussion with the SFUSD to possibly do class lessons on the concept behind the program. Comm. Arámburo explained that there were many barriers to a successful mediation approach to resolving incidents of crime. There were no further comments. **The question was called and upon voice vote, passed unanimously, 7-0.** Comm. Larson moved for approval of the Morrisania West contract. Motion was seconded. There were no public comments. **The question was called and upon voice vote the motion passed 6-0-1, with Comm. Dupré abstaining.**

6. **(DISCUSSION). report on the YGC Chaplaincy Program, from the Interfaith Council (update on governance issues regarding the chaplaincy and on funding), and from Reverend Toni Dunbar (report on activities of her office). [Drake]**
   Rev Roger Ridgeway commented that he was very happy with th e way the Chaplaincy has been going. Rev. Allen Jones also made laudatory comments for the Dept and its staff in their dealing with the Interfaith Council as this program has developed. (Rev. Jones's report is available from the JPC office, as is Rev. Dunbar's).
   Highlights: there are 4 people working in the Chaplaincy program. 2 are half time interns and 1 half time volunteer, and the Rev. herself. Comm. Jackson-Drake asked about the space allocations for the program during the replacement project work. The Chief said they are meeting about space needs on May 9. Comm. Jackson-Drake asked about work toward ongoing funding. Ruth Stemel reported that they have received some support from Public/Private Ventures of Philadelphia, via a Ford Foundation Grant, to do a joint demonstration project –one of 16 sites in the nation.
   Comm. Jackson-Drake asked about the relationship between the Interfaith Council and the staff of the program. Rev. Jones said that it is a supportive relationship.
   Rev. Dunbar reviewed what has been happening in the program. She emphasized that this is a groundbreaking program, in most of what it is attempting to do, and many of the issues it is dealing with. She made reference to the connection with Public/Private Ventures and that program, and reiterated some of the stats of this program (all included in the written report). She concluded by mentioning a developing relationship with a religious college in Michigan (Calvin College), where a college prep program can be started here in the facilitiy, leading to detainees going on to their college or another college.
7. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
   There was none.
8. **(DISCUSSION) Announcements, requests for future agenda items.**
   None
9. **(ACTION) Adjournment**
   The meeting was adjourned at 7:26 pm.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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NOTICE OF SPECIAL MEETING
Commission Retreat to be held at Building 989, Fort Point National Historic Site in the Presidio
9:30am, Saturday, May 19, 2001

AGENDA

1. (ACTION) Roll Call .
2. (DISCUSSION) Commission Annual Statement of Purpose [per SF Charter section 4.102(2).
3. (DISCUSSION) Overall status of Commission and desired direction for the next 5 yrs.
4. Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
5. (DISCUSSION) Announcements, requests for future agenda items.
6. (ACTION) Adjournment

May 4, 2001

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF SPECIAL MEETING MAY 19, 2001

Held at building 989 Ft. Point National Historic Monument, The Presidio San Francisco

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The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. (ACTION) Roll Call
   The meeting was called to order at 10:10am by Pres. Hale. Comms. Grossman, Ricci, Aramburo, Chuck were present. Comms. Drake and Dupre were excused
2. (DISCUSSION) Commission Annual Statement of Purpose [per SF Charter section 4.102(2).
   INTRODUCTION: This is the 3rd retreat held in 4 yrs for the Commission, to review what has been going on in the Dept and with the Commission, problems and progress, and to lay out principal concerns that it feels the Commission should address. What is set forward in this agenda is a general statement of what the Commission feels should be the undergirding of its immediate attention, and the ensuing discussions futher developed those topics.
   Comm. Hale began by giving his impressions of his meeting with the Mayor. There were several points brought out that he felt the Mayor was in support of: the work at improving LCR, and finding mental health placements for youth. The issue of the budget was also talked about, and Comm. Hale concluded that the Commission needed to do more outreach and education with the Bd of Supes regarding this topic because they are not aware that the money supporting the CBOs have a sunset and need to be replaced soon. He asked if individual Commisioners can "walk the halls" of city hall and find Supervisors to talk with.
   The Chief noted that he has attended most of the Finance Comm. (Bd of Supes) hearings in different community sites,and they have been very well attended by community people.
   It was discussed that the Commissioners needed to have immediate, summary information regarding the programs supported by the Dept and how they are doing, when they talk to Supervisors or anyone else, they can directly refer to. The Chief said that by the end of the summer the PRIDE program should be able to knock out some data that can be used for this purpose.
   Comm. Hale reviewed the agenda items. Comm. Grossman commented that the Commission needed to draft a set of goals and objectives for the year, as the Charter sets forth that the Commission needs to submit to the Mayor such a document. It has not been something previous commissions did. Comm. Arámburo commented that the Commission needs to take note of the power it has to manage the Dept. because the progress made to date may not be the result of good management as much as it is the serindipity of funding, and if we want to maintain the level of progress made, the management and direction of the Dept is critical (including what the Commission can do to set things right).
   Comm. Hale set out the "struggle" between the Dept and the community advocates, that being the impression that Dept and the Commission are diametrically opposed to the interests of the community. Commissioners Grossman and Aramburo both agreed that it was normal for community advocates to be politically aggressive about seeking alternatives to incarcerating youth. Commissioner Aramburo also believed that community advocates should hold the Commission and Department accountable for the needs of youths involved in the criminal justice system.. It's just that "they" are very effective in their work, as misdirected as it might be.
   The Chief suggested a few goals/objectives for the Commission. 1) ensuring the Dept uses its resources prudently and is accountable. 2) advocating for additional resources 3) educating the public about the accomplishments and future needs of the Dept.
   He further stated that in general the issue of juvenile justice is not one on the minds of the public, that it hasn't jumped out at any of the community hearings of the Finance Comm. with a few exceptions. He said the challenge was to keep the issue on the minds of the public so they are not ignorant when it becomes an issue.
   Comm. Grossman said that the Commission needs to have the specific facts and figures in order to be an effective advocate for the Dept. It was discussed that the Commission needs to be more than just a booster

squad for the Dept. It needs to be a solver of problems in the Dept, no matter who is complaining about the problem. There were comments that many parents are in support of activities of the Dept. eg. LCR, and need to be brought into the ranks of the supporters who can educate others about the Dept.
Comm. Ricci mentioned the growing numbers of Pilipinos involved in the system and need for services targeting them. Comm. Grossman wanted fact sheets on the mental health issues of the youth that the Dept needs to deal with. At different times there may be particular problems that need to be dealt with with concentrated forces, eg. mental health and placement, and when faced with that, the objective should be to quickly address it and find solutions so that things can move back to a less intense, more "normal" level..
Comm. Ricci said that one of the goals of the Commission should be for individual members to go out to the CBOs to see first hand what they are doing, to get the visibility of the Commission up.
As for the budget, it would be important for Commissioners to try and have compelling arguments when they talk to the Supes.
Before leaving for a Bd of Supe Finance hearing in the Bayview, Comm. Hale encouraged the remaining Comissioners to think about ways former Commissioners could be drawn together in an advisory capacity, to further extend the impact and influence current Commissioners could have on educating others in City government about Dept issues. James Loyce, Esperanza Echavarri, Don Clay were among those former members.
General summary: The Dept and the Commission have come far from the "dark" days of controversy, when both internal and external Dept detractors laid wide sweeping criticisms for how juvenile probation was treating those in its care. Those criticisms, both valid and erroneous, grabbed old precepts (from the 1987 Jefferson report) to more recent empirical evidence of poor practices, and the ever evolving Dept led to changes and the enlisting of more and more community based contractors to serve the Dept's youth. Through several Federal and State grant programs, there are now more than 70 contracts with orgs and individuals to provide services to our youth, where in 1990 there were only 12 contracts.
Despite this, some detractors continue to blow hard and loud, calling for further deconstruction of the Dept and spreading of its annual budget to community based efforts. The Dept has made advances not only in bringing more community services into the mix, but its' own efforts are improving. This latter part is not apparent to the general public, nor the current (newly elected) Bd of Supes. Thus, erroneous images still exist and adversely affect the Dept's efforts. Thus, one of the understandings reached by the Commission is that both it AND the Dept needs to heighten its public information outreach, with a great many fact sheets and news dispatches so that this ignorance can be eliminated. This can only help in the budget process and throughout the year.
At the same time, the Dept needs to be able to identify critical points in the Dept's work, so that these do not become fodder for those critics who would use them to rail against the Dept. Thus, the issue of LCR, over population in the Hall, lack of critical need beds, etc. An infusion of resources could help more quickly ameliorate the severity of those problems.

The Commission recessed at 12:30pm for lunch, and reconvened at 1:30pm

Commissioner Aramburo advised the Commission on the staffing needs of LCRS and YGC and the anticipated transition for LCRS. Commissioner Aramburo also advised the Commission of the need for improved placement services and mental health services for Level 12 to 14 children detained at YGC. There are staff changes occurring both in the Dept and with the schools. There will also be a 'student council' established so they can have some role in the running of the school. Additionally, the County POs assigned to the ranch will be there more frequently. The emphasis will be on developing good, deep relationships with the youth, so appropriate guidance can be given. (a part of this is also getting more available psych assistance).
Comm. Hale had suggested getting parks and rec. to do programming there one day a week (rotating among rec ctrs from different communities, each taking a day a week). With the new changes the basic purpose and goals of the ranch will change from a correctional setting to an educational/training facility. But in the meantime, there will be a moratorium on any new referrals to the ranch while the situation settles down.

There has been an ongoing problem getting and keeping an 'on-call' list of counselors for both the hall and the ranch. One reason for the problem of staffing is that SF pays less for counselors/POs than some surrounding jurisdictions. One suggestion was to look into enlisting staff from CBOs to act as "on-calls" for staffing needs in the Dept.
Placement Discussion: The Dept is currently trying to develop a 'high level' placement facility, but this will not be a viable option for some time. One aspect of the problem of juveniles coming into the system with mental health issues is that they "tranfer" out of the mental health system –where the costs are borne by that system—and when they enter the juvenile justice system, they are now the "responsibility" of this system and so are the attendant costs. Mental health doesn't want to continue paying for treatment for what was once their problem. An alternative means of paying for these difficult cases is via the State requirement that local school districts provide special ed to identified (assessed) special ed students (which these cases definitely are).

3. **(DISCUSSION) Overall status of Commission and desired direction for the next 5 yrs.** There was no belief that a course of action could or should be laid out for the next 5 yrs, but certainly on a short term basis it was agreed that the general views of the Commission and the Dept are ill informed at best, and both the Commission and Dept have to redouble efforts to dispell the bull……..
Very concrete suggestions were:
to begin producing brief brochures and fact sheets that reveal the successes of the Dept (individual kids that do well), and distributing them, having them available.
To really come up with some revenue producing projects so that the youth can learn how to grow a business.

Chief Williams reported about an organization called Cornell Abraxis, which had not responded to the City's Placement Alternative, or Placement Readiness project RFP. They (the Dept) have been in discussion with them about using Hidden Valley for hard to place kids (including girls), and the firm is willing to invest capital development funds to start it. The placements there would be for level 12-14. This is still being explored but promises to be a potential solution for the detainment of youth awaiting placement, and the provision of therapeutic services to those needy youth in the Dept. not now being served.

There was a short discussion around the logistics of the juvenile hall replacement project, the relocation of services, the concerns for staff. Review of the cost of the project: original bill $39.9 million (est). Right now, there is $15 from BOC, $2.2 mil from another state funding source, $9 mil in the 2000-01 capital budget, and another $7 mil in the 2001-02 budget. So it is still $10 mil short.

4. **Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.** There was none.
5. **(DISCUSSION) Announcements, requests for future agenda items. There was none.**
6. **(ACTION) Adjournment. The meeting was adjourned at 4:10pm**

City and County of San Francisco
Juvenile Probation Commission

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NOTICE OF FINANCE COMMITTEE MEETING

To be held at City Hall, Room 400
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102

4:30 pm, Wednesday, May 23, 2001

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of Finance Committee meeting minutes of Feb. 9, 2001.
3. (ACTION) Consideration and possible action on Finance Committee's recommendations on contracts for: a) Owens Information Systems in the amount of $174,000 for continuing work on the JJIS, and b) Government Computer Sales, Inc in the amount of $60,000 for equipment purchases. ** explanatory documents: resolution and copy of contracts.
4. (DISCUSSION) Status of the FY 2001-02 Budget process.
5. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
6. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by May 21, or at the Commission meeting. Please call the office to make arrangements.)

NOTICE OF MONTHLY MEETING
City Hall, Room 400
1 Dr. Carlton B. Goodlett Place
5:30 pm Wednesday, May 23, 2001

AGENDA

7. (ACTION) Roll Call
2. (ACTION) Review and approval of April 25, 2001meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for April '01
   a. Staff Commendations
   b. Status Report on Juvenile Hall Replacement Project: .
   c. FY 2000-2001 and FY 2001-2002 Operating Budget Update
   d. Highlights from last Commission meeting to present.
   e. Trends/Emerging Issues/Upcoming Events

City and County of San Francisco
Juvenile Probation Commission

4. **(ACTION) Consideration and possible action on Program Committee's recommendations on the Children's Baseline Programs contracts, as follows:**
   Intensive Home Based Supervision
   Bayview Hunter's Point Foundation ($65,000)
   Community Youth Center (formerly Chinatown Youth Center) ($65,000)
   Morrisania West ($65,000)
   Potrero Hill Neighborhood House ($65,000)
   Instituto Familiar De La Raza ($65,000)
   Vietnamese Youth Development Center ($65,000)
   Office of Samoan Affairs ($65,000)
   Home Based Detention
   Mission Neighborhood Centers ($138,600)
   Mentorship Program
   Ella Hill Hutch Community Center ($65,000)
   YWCA/Come Into the Sun Mentorship Program for Girls ($65,000)
   Peer Counseling
   Potrero Hill Neighborhood House ($52,500)
   Preplacement Shelter
   SF Boys and Girls Home ($202,125)
   Status Offenders Shelter
   Huckleberry Youth Advocates ($622,710)
5. **(ACTION) Consideration and possible action on Finance Committee's recommendations on contracts for: a) Owens Information Systems ($174,000), and Government Computer Sales, Inc ($60,000).** ** explanatory documents: resolution and copy of contracts.
6. (DISCUSSION) Report on schools programs at YGC and LCRS; J. Buenavista
7. (DISCUSSION) Report on the Disproportionate Minority Confinement project: Youth Law Center, Susan Burrell reporting.
8. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
9. (DISCUSSION) Announcements, requests for future agenda items.
10. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by May 21, or at the Commission meeting. Please call the office to make arrangements.)

May 16, 2001

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City and County of San Francisco
Juvenile Probation Commission

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May 17, 2001

Friends,

In previously mailed/faxed notices of upcoming Juvenile Probation Commission meetings, there were omissions and changes.

The first change was in the time and date of the **Program Committee** meeting, originally slated for Tuesday May 22, it has been changed **to Monday May 21, at 2pm.**

The second change is an omission in the **Finance Committee** meeting of May 23. Please include:

Action: Consideration and possible recommendation to full Commission to continue a contract with the Performing Arts Workshop in the amount of $500,000 for work with the Robeson/Rivera Academy.

Similarly, this will add an action item to the **full Commission** meeting of the same day:

Action: Consideration and possible action on Finance Committee recommendation to continue a contract with the Performing Arts Workshop in the amount of $500,000 for work with the Robeson/Rivera Academy.

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MINUTES OF MAY 23, 2001 MONTHLY MEETING

Held at City Hall, Room 400 1 Dr. Carlton B. Goodlett Place

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
   The meeting was called to order by Comm. Hale at 5:45pm. Comms. Chuck, Aramburo, Ricci, Jackson-Drake were were present at the gavel. Comms. Grossman, Dupre were excused.

2. **(ACTION) Review and approval of April 25, 2001 meeting minutes**
   Comm. Jackson-Drake gave the correct name of the person mentioned in the report from the Interfaith Council: Ruth Semel should read, Rita Semel. With this correction, the minutes were adopted.

   Comm. Hale took a moment to announce the retirement of Comm. Jackson-Drake from the Juvenile Probation Commission. He reviewed some of the creative work she had done on the Commission, including getting the Dept to support the participation of young women from the CBOs at the annual Women's Summit. Comm. Arámburo read a proclamation from the Mayor for Comm. Jackson-Drake. (the full text of this is available through the JPC office). Comm. Hale further commented that Comm. Jackson-Drake did all that she did from a love for the young people in the Dept, and without a political agenda. Comm. Arámburo added that Brenda brought the insight of a mother, the organizational skills of a perfectionist, and the commitment of a true advocate. Comm. Chuck also applauded her. Chief Williams likewise thanked Comm. Jackson-Drake for all her hard work on all the various levels and projects. Comm. Jackson-Drake responded that this work has been the most rewarding of all the work she has been involved in. She called out to everyone to find time to do very important volunteer service for the community. She commented that this was a basic tenent of her own family, while growing up, and she now tries to impart that same orientation to her own children. She thanked everyone, including the Commission Secretary, for the hard work done for the youth in the Dept.

3. **(DISCUSSION) Chief Probation Officer's Report**
   a. Staff Commendations
      Chief Williams commented that it was always a pleasure to point out the good work of Dept staff, and that the recent incident in Juvenile Hall showed the outstanding concern and commitment the staff has toward the youth in their charge and the work of the Dept. Through their efforts, a potentially clamatous situation was averted. Comm. Hale said that beyond the certificate, he wanted to let them know that the Commission appreciates their work all the time. The Chief called out the names of those receiving certificates of recognition, and those present came up to receive them. Counselor Villalon, Singh, Luis Alvilas, and Assistant Director Diestal spoke positively about their experiences and desires for helping the youth under their supervision, and thanked the Commission for supporting them. Janet Medina also thanked the staff for their good work. (A complete list of those recognized is available from Chief Williams's office).
   b. Status Report on Juvenile Hall Replacement Project:

Chris Bigelow reported that they have come up with space for the library which is twice as large as originally planned for. Construction documents should be ready by June 7. The EIR will be submitted to DOJ in about two wks. The arts project is moving along. They are scheduling workshops with the youth in the hall, to incorporate their work into the final displays.

Comm. Arámburo took an aside to commend the staff in the hall for keeping everyone safe during that incident. She also thanked the B5 staff for their having to do therapeutic work as mental health counselors too.

Comm. Jackson-Drake encouraged the finalization of the relocation process so that the construction is not delayed.

c. FY 2000-2001 and FY 2001-2002 Operating Budget Update tabled
d. Highlights from last Commission meeting to present. tabled
e. Trends/Emerging Issues/Upcoming Events tabled

4. **(ACTION) Consideration and possible action on Finance Committee recommendation to continue a contract with the Performing Arts Workshop in the amount of $500,000 for work with the Robeson/Rivera Academy.**
It was moved to approve the contract. There was a second. There was no public comment. Upon voice vote, the motion passed by a vote of 5-0.

5. **(ACTION) Consideration and possible action on Program Committee's recommendations on the Children's Baseline Programs contracts, as follows:**
Intensive Home Based Supervision
Bayview Hunter's Point Foundation ($65,000)
Community Youth Center (formerly Chinatown Youth Center) ($65,000)
Morrisania West ($65,000)
Potrero Hill Neighborhood House ($65,000)
Instituto Familiar De La Raza ($65,000)
Vietnamese Youth Development Center ($65,000)
Office of Samoan Affairs ($65,000)

Comm. Arámburo introduced the contracts as ongoing partners in the Dept's efforts to get our youth back into the communities. She mentioned that her motion is to approve the contract amounts up to the maximum of the amount listed. This is due to the budget process going on now in the City, and again encouraged all the CBOs to make it known to the Bd of Supes that the Dept's budget is deserving of their support.

There were no public comments on any of the contracts.

She moved to approve the Bayview Hunter's Point Foundation contract. It was seconded. Upon voice vote, the motion passed by a vote of 4-0-1, with Comm. Hale abstaining due to a conflict of interest.

Comm. Arámburo moved to approve all the remaining IHBS contracts. It was seconded. Upon voice vote, the motion passed by a vote of 5-0.

Home Based Detention
Mission Neighborhood Centers ($138,600)
Comm. Arámburo moved to approve, and was seconded. . Upon voice vote, the motion passed by a vote of 5-0.

Mentorship Program
Ella Hill Hutch Community Center ($65,000)
YWCA/Come Into the Sun Mentorship Program for Girls ($65,000)
Comm. Arámburo moved to approve, and was seconded. . Upon voice vote, the motion passed by a vote of 5-0.

Peer Counseling
Potrero Hill Neighborhood House ($52,500)
Comm. Arámburo moved to approve, and was seconded. . Upon voice vote, the motion passed by a vote of 5-0.

Preplacement Shelter
SF Boys and Girls Home ($202,125)
Comm. Arámburo moved to approve, and was seconded. . Upon voice vote, the motion passed by a vote of 5-0.
Status Offenders Shelter
Huckleberry Youth Advocates ($622,710)
Comm. Arámburo moved to approve, and was seconded. . Upon voice vote, the motion passed by a vote of 5-0.

6. **(ACTION) Consideration and possible action on Finance Committee's recommendations on contracts for: a) Owens Information Systems ($174,000), and Government Computer Sales, Inc ($60,000).**
It was moved to approve the contracts. There was a second. There was no public comment on this. Upon voice vote, the motion passed 5-0.

7. **(DISCUSSION) Report on schools programs at YGC and LCRS; J. Buenavista**
Tabled until a future meeting. Possibly July.

8. **(DISCUSSION) Report on the Disproportionate Minority Confinement project: Youth Law Center, Susan Burrell reporting.**
Chief Williams said that the YLC would probably have a draft report by the end of June, and a finaal report by early July for the Commission. S. Burrell reported that they have been meeting for the last few months on the project First they wanted to do a survey, to get the demographics (from the Dept's IT division). They've come up with 10 areas to look at: single largest group is kids awaiting placement. Is processing the problem, or lack of placements. Another group is short term detention; did they need to be detained. Probation violations; do these demand detention. Are detainees only charged with lightweight offenses, is the detention being done consistently. Comm. Hale asked if they are comparing the problems of placement here vs. other states. Comm. Arámburo asked if they will also address the disproportionate minority confinement issue surrounding detainment, and possible bias and racism all along the line: from arrest, to adjudication. Burrell described an institute that J. Bell had just set up to explore the issue of this. Chief Williams stated that the Dept has just reached an agreement with the Annie E Casey Fdn to look at the issue.

9. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**

There was none

10. **(DISCUSSION) Announcements, requests for future agenda items.**
Comm. Hale commented that he suggested to the Chief that individual Commissioners work out some time to go with the Chief to City Hall to talk with Supervisors about the Dept's budget. He also commented that he was pleased at the "good" dialog at the retreat, and at the direction of the Dept., which he characterized as good. He encouraged Dept staff to give feedback on all matters within the Dept because the Commission needed and wanted to hear from them.
Comm. Hale mentioned that Comm. Jackson-Drake's son was written up in the news recently. She in turn elaborated with much pride that he was a distance runner at University High and that he recognized that this was not in keeping with the stereotype of African Americans being sprinters, but that he enjoyed breaking stereotypes.

11. **(ACTION) Adjournment**
The meeting was adjourned in honor of Comm. Brenda Jackson-Drake at 7:10pm.

Adopted July 25, 2001

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF SPECIAL MEETING
To be held at Helmands Restaurant
430 Broadway st., San Francisco
6:00 pm Wednesday, June 20, 2001

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AGENDA

This is a purely social gathering of the Commission, celebrating a retiring Commissioner, and as such there will not be any business conducted.

June 8, 2001

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The restaurant is wheelchair accessible. For information about MUNI accessible services, call 923-6142.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

June 8, 2001

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NOTICE

THE JUNE MONTHLY MEETING
OF THE JUVENILE PROBATION COMMISSION
JUNE 27, 2001
HAS BEEN CANCELLED

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under the Sunshine Ordinance (Chapter 67 of the San Francisco's Administrative Code) or to report a violation of the Ordinance, contact Donna Hall at the Sunshine Ordinance Task Force, City Hall, Room 409, 1 Dr. Carlton B. Goodlett Place, San Francisco, CA 94102-4683; Office (415) 554-7724; Fax (415) 554-7854; E-mail: Donna_Hall@ci.sf.ca.us

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NOTICE OF MONTHLY MEETING

To be held at: Mission Police Station
Valencia St. at 17th St.
San Francisco, CA 94110

5:30 pm Wednesday, July 25, 2001

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JUL 23 2001

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of May 23, 2001 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report **explanatory document: monthly report for Apr, May '01
   a. Status Report on Juvenile Hall Replacement Project:
   b. FY 2000-2001 and FY 2001-2002 Operating Budget Update
   c. Highlights from last Commission meeting to present.
   d. Trends/Emerging Issues/Upcoming Events
4. (ACTION) Consideration of recommendation by Program Committee for continuation of contract from July 1, 2001 to June 30, 2002 with the American Justice Institute for PRIDE system, in the amount of $375,000.
5. (ACTION) Consideration and possible action to renew contracts with the California Dept of the Youth Authority for diagnostic treatment of SF. juvenile wards, not to exceed $150,000.
6. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
7. (DISCUSSION) Announcements, requests for future agenda items.
8. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by July 23, or at the Commission meeting. Please call the office to make arrangements.)

July 20, 2001

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5/01

MINUTES OF JULY 25, 2001 MONTHLY MEETING
Held at Mission Police Station Valencia St. at 17th St. San Francisco, CA 94110

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. **(ACTION) Roll Call**
   The meeting was called to order at 5:37pm. by Vice President Dupre. Comm. Hale was excused. All other commissioners were present at the gavel.
   Comm Dupre introduced Comm. Shawn Richard, the most recently appointed Commissioner.
2. **(ACTION) Review and approval of May 23, 2001 meeting minutes**
   Comm. Arámburo corrected item #8 of the minutes, regarding her comments. ..to add, "..address the disproportionate minority confinement issue…and any possible bias or racism…." And to delete "color". With this correction, the minutes were approved.
3. **(DISCUSSION) Chief Probation Officer's Report**
   a. Status Report on Juvenile Hall Replacement Project.
      Chris Bigelow reported that Dept of building inspection is reviewing the plans. Coordination between local and state agencies will be attended to. The beginning of displacement will be around Dec. and construction will not start until March. Completion is still set for Dec. 2004. Communication with the neighborhood continues to attend to issues surrounding construction (traffic, noise, hazardous waste, etc.). The draft environmental assessment is completed. Comm. Arámburo raised the concern about noise, and whether there was any way of negating that impact? "White noise?" Bigelow said they would look into that. Another question was having space for ongoing services (eg. library) while displacement is happening. Comm. Aramburo asked about travel assistance to others who need to come to the site during construction (parents, others), and C. Bigelow said that shuttle arrangements were being looked at.
      A member of the audience asked what would be done with the youth duringthe construction, since there will be reduced space. The Chief mentioned several things that were going to happen which would help look at and possibly manage the population to meet the restrictions of the construction period. Among them: moving G1 to a B cottage for the duration. Working with Youth Law Center and the Casey Foundation on population management, working with mental health to get youth out into appropriate sites/services off site. He mentioned that there were about 30-40 youth in the hall awaiting placement. Computer access will be in the individual units (the computer center will be demolished).
      Public Comment: Teresa Gallegos, asked about adequate healthy activities during this replacement time.
      Another encouraged the increase of artistic programs in the hall.
      Comm. Arámburo stated that we are doing some really exciting things in the Dept for the youth, and welcome volunteers from the community.
      She asked C. Bigelow whether there was extra room available in the modular units if intake was done offsite.
      The Chief introduced Liz Jackson Simpson as the new Director of Community Programs. She thanked everybody and reviewed that there has been much progress in the Dept since 1990. She said that she'd be looking at how to best leverage what resources we have to expand services to youth in the city, and also try to seek ways of maximizing best practices throughout the system.
   b. FY 2000-2001 and FY 2001-2002 Operating Budget Update

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Ed Lopatin reported that the Bd of Supervisors had just finally approved the City's budget last Monday. The Dept's budget is pretty much what it was when the Mayor submitted it to the Bd. There were increased costs which the Dept will have to assume, such as COLA, extra energy expense, and the requested budget was reduced by some $44K, but otherwise, the Dept is in pretty good shape. If the Dept wants to ask for any more in the future, it will have to bring new sources of revenues at the same time.

One of the The Dept will be setting up a meeting with the Finance Committee to go over the budget in more detail, and will be having quarterly budget reviews which the Commission is welcomed to attend. They will also ask for a quarterly review with the Controller's office.

Comm. Arámburo commended the Chief and the Dept for their presentations to the Finance Committee of the Board, which were very well prepared and defended the amounts asked by the Dept. The Chief thanked the Commission as well as community partners who did their part in talking to the Finance Committee.

c. Highlights from last Commission meeting to present.

The Chief reported that LCR has just held its first student council election. They will be introduced at the next Commission meeting. There was an announcement about Family Day at LCR, this Saturday, from 1pm to 4pm. They have been having many recent outings, organized by Johnny Miller and the youth are very positive.

He described the first issue of the Dept. newsletter, being done internally now, after having been started with the NCCD strategic planning contract.

He mentioned the recognition event honoring youth doing well on probation (6/29), and also that in the next month to 45 days the language access task force will finish its work and issue a report and recommendations.

d. Trends/Emerging Issues/Upcoming Events

The Chief mentioned 2 pieces of legislation which will be voted on in Sept. by the Bd of Supervisors, one dealing with the CARC, and the other to establish a monitoring committee for juvenile justice matters.

Comm. Grossman asked about the Youth Law Center's report. The Chief said they'd have the draft by next week.

Comm. Arámburo asked the Chief at what point a youth is defined as a ranch failure. Johnny Miller said that depending on the behavior of the youth at the ranch. If he makes no progress, he's considered a failure. If he is sent back up to the hall. Finally the answer was, if a youth is sent back up, and is adjudicated, he is then considered a failure of the ranch.

Comm. Chuck asked about the impact of the Bd of Corrections on our replacement project. The answer is that the Dept will continue to be accountable to the Bd of Corrections for all legal requirements within their scope of responsibilities. The Chief read the letter from the field inspector from Bd of Corrections, regarding his inspection of juvenile hall. It was a very positive letter. (copy available through the Chief's office).

Jim Queen, a founder of RAP, spoke in regards to the legislation mentioned by Chief Williams. His concern is that neither of those suggestions were the product of an inclusive process where the communities with an interest and concern for this issue are partners in drafting them. He passed out a letter which called for a community driven process and asked the Commission support it.

Gary Bieringer said he was not for expansion for expansion's sake. There needs to be more players at the table when the planning for this started.

Comm. Dupré announced that Comm. Hale has appointed Comm Richard to the Program Committee. He also stated that he wanted to create an Ad Hoc committee to look into the proposed legislation mentioned earlier. At this point, Deputy City Attorney Rosa Sanchez

commented that such an action would have to be put on the next Commission mtg agenda, as it had not been agendized for this meeting.

4. **(ACTION) Consideration of recommendation by Program Committee for continuation of contract from July 1, 2001 to June 30, 2002 with the American Justice Institute for PRIDE system, in the amount of $375,000.**
Comm. Arámburo reported that this was discussed in Program Committee on Tuesday. It is a database system which will enable the Dept to assess how well services are being accessed and how effective those services are for the youth in the juvenile justice system. This is a very large scope of work and is expected to be a very expensive task. With this new contract, nearly $1 million will have been spent on developing this program. There was no action taken on this item as it did not pass out of Committee. There were a number of questions needing answers and a future meeting of the Committee will be set up to review the responses to those questions, including the status of the software created to date, the program models in Philadelphia where this program came from. The Committee wanted to be confortable that this is moving forward in a reasonable pace and will be worth the investment. The Committee plans to convene this meeting at the contractor's office on Market st. Notice will be given, and this item may again be posted, for the August Commission meeting.

5. **(ACTION) Consideration and possible action to renew contracts with the California Dept of the Youth Authority for diagnostic treatment of SF. juvenile wards, not to exceed $150,000.**
The Chief referred to Bob Wertz, Dir of Probation Services. He said that this is a similar contract to the one covering last year. Wertz said that CYA provides diagnostic services to those youth the court decides needs more evaluation before a disposition is made. This is a continuing contract with CYA. Last year, there were 10 youth referred for such evaluations, at a cost of $100,088. Comm. Arámburo explained that this is a very valuable service. If a youth is facing a commitment to CYA, an evaluation can be requested to see if the youth is appropriate for such an order. In some cases, the CYA has found that a youth is not appropriate for commitment. Wertz says that the youth have averaged a stay of 75 days (for a 90 day diagnostic stay). Services are supplied at their intake center just outside Sacramento.
A public defender (name given off mike) said she had heard that despite the supposed 90 day diagnostic term, she has heard that youth get maybe 45 mins to 1 hr of diagnosis and the rest of the time is just spent confined, with no services/treatment. If this is the case, she'd be concerned for the expense, and whether the funds could be used elsewhere for more cost effective diagnostic services. Comm. Arámburo asked what happens to the remainder of the contract if it is not utilized. Wertz says that it's used elsewhere. Comm. Grossman asked if there are alternative evaluators used by the courts, and how many youth were referred to them. Wertz did not have figures for that. Comm. Arámburo asked how many of those ordered for evaluation last year were ultimately committed to CYA.. Wertz didn'thave that stat. Ques: who is ultimately responsible for determining the length of stay under this order. Answer: CYA. The average that the Dept has experienced is 75 days. Comm. Ricci also expressed concern for the length of time and the cost involved in this process. Comm. Dupré echoed the question of options. Wertz said that there were psychological evaluations available through various community venues, but CYA doesn't do those. He did not mention any alternatives that would perform psychiatric evals. Comm. Arámburo wanted the Dept to be sure to utilize this avenue as little as possible, in view of the cost and questioned level of service provided. It was emphasized that very few times would a psych eval at CYA be recommended by the PO, rather than the court.Comm. Arámburo stated that this is a tool which can in some cases help the youth avoid a commitment to CYA.
Question: is there a problem in putting over this action until information on the exact process and level of service is, and how many youth having been evaluated were committed to CYA? The Chief

said that without a contract in place the Dept could not pay for a referral/eval to CYA. He did not say whether CYA would deny service due to this. Comm. Arámburo moved to approve the resolution, with a request for the Dept to return with detailed information on what the services were and process followed by CYA in their fulfilling of the contract. Comm. Dupré seconded. By voice vote, motion passed 6-0.

6. **(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.**
A woman (a public defender) asked about the Chief's report that about 30-40 of the girls in the hall awaiting placement. She asked if there was additional budget help put into this year's budget, to concentrate service to getting girls out of the hall and into placement. She was concerned that POs are over burdened with current other responsibilities and don't have the resources to attend to this issue, which should be a priority.
Joanna Hernandez, founder of Young Queens on the Rise, a young girls support group of 28, talked about the issue of girls in the hall and asked for information regarding services available to girls there. She talked a little about her own volunteer group, and left a photo album for the Commissioners to look over. Comm. Arámburo suggested having a meeting in Sept regarding girls services.
Gary Bierenger congratulated and welcomed the new commissioner.
Ntanya Lee of Coleman Advocates; was excited about the Youth Law Center in regards to their work on the placement issues, detention population issues. She asked for more information about the involvement of the Dept with the Casey initiative. She said that inadequate resources and recourses are given to young people, but more are being given to incarceration. She recommended the Commisison take the lead to find more finances to widen the number of services and programs that will actually lead to a reduction in young people being incarcerated. She commented that even though you have excellent programs in the community, they may not have a direct relationship to reducing the number of young people getting into trouble.
Comm. Grossman asked for clarification. Is she asking for more prevention programs? Ms Lee said that for instance if you expand CARC but have inadequate community programs to refer them to, then a larger CARC is useless.

7. **(DISCUSSION) Announcements, requests for future agenda items.**
Comm. Arámburo requested that the Department schedule the report on disproportionate minority confinement from James Bell and the Youth Law Center for the August meeting. She also asked the Chief if a report to the Commission would be provided by Bart Lubow from Annie E. Casey Foundation regarding their proposed reforms? The Chief said they hope to have a team from the Foundation on site in August. He's hopeful they can have a joint presentation from both organizations at the August meeting.

Comm. Arámburo asked Johnny Miller if August would be a good time to have a report on LCRS. Miller suggested September. Comm. Arámburo reported that she received a troubling letter from a former LCRS student who is now housed at 850 Bryant as a LCRS "failure." In the letter, the student indicated that he felt he was doing better at 850 Bryant than at LCRS.
This troubled Commissioner Aramburo because how could an adult facility be better than LCRS? She assumed that he might be at the new jail and perhaps they had better educational and programmatic services in place.
Commissioners Aramburo, Dupre, and Grossman, as the Program Committee, believe in the potential at LCRS and have been active in supporting enhanced vocational and program services including the newly established library and student council.

Commissioner Aramburo decided to visit the young man, but she found out that he was not at the new jail in an educational program, but was housed on the 6th floor of 850 Bryant, a central intake floor that included psychiatric inmates. The young man was brought to the interview handcuffed. Commissioner Aramburo asked how he could possibly say that he was better there than at LCRS where he was free to reside outside a cell and without handcuffs . He answered that he was happier because he now had a release date.

Commissioner Aramburo reminded the Commission and the Department of discussions carried on since September of last year with the LCRS Steering Committee about reforming the disciplinary system at LCRS. How the Department needed to review the "deadtime" issue and what that does psychologically to a young person. This young man, as bad as the 6th floor of the old jail was, thought it was better just because he knew when he was going to get out.

Commissioner asked the young man when he was committed to LCRS. He knew the exact date of his commitment to LCRS 11months earlier. She asked him what the underlying offense which lead to his commitment at LCRS. The student reported that he was arrested for driving without a license (a minor offense in adult court that usually carries a fine) and a warrant for running away from placement.

Commissioner Aramburo asked for permission to review his file because she was concerned that the placement order may have meant that there were mental health issues that needed to be addressed. She asked the student if he had received any therapeutic counseling at LCRS, and he said, yes, once (in the 11 months that he was confined at LCRS).

Commissioner Aramburo reviewed the student's probation file. There were 3 psychiatric evaluations in the student's file. The most recent evaluation was a court ordered evaluation in August of 2000. As result of the evaluation, the Court ordered that the student receive a minimum of two psycho-therapeutic counseling sessions twice per week while he was at LCRS.

Commissioner Aramburo asked the Department who reviews a copy of the student's probation file at LCRS? Who reviews any court order regarding services? Who is responsible for making certain that court ordered services are provided to the student?

In reviewing the student's probation file, it was very very clear this young man was suffering a serious depression and needed psycho therapeutic counseling a minimum of twice a week to address organic and behavioural issues. Yet, there was no evidence in the file that the student received such services. This was disturbing in light of his designation as a "ranch failure" and the host of recent young men who failed LCRS in the past three months.

Commissioner Aramburo, who worked as an attorney representing juveniles for the past 20 years, volunteered to review the files of all the LCRS failures for the past six months to determine what if anything the Department can do to improve services and access resources for these students. If the Department of Mental Health or the School District cannot provide psychological services, the Department needs to explore how we can budget a full-time therapist at LCRS. It is stunning to this Commissioner that we (the Department) can hold young people accountable for failing to follow court orders when we do not follow them ourselves. Who failed who?

Commissioner Aramburo requested that at the September meeting, the Department report on the following: Which students are failing LCRS and why?

Are these students previous placement failures? If there are mental health issues, then what needs to be changed in the programming at LCRS and what services need to be provided.

Commissioner Aramburo requested that a representative from the Juvenile Probation Department, LCRS, the School District, and Mental Health be present at the September meeting. She requested that the Department report on alternatives to the current disciplinary system, i.e. how to improve the disciplinary system so that it rewards good behavior. Can we re-evaluate the use of deadtime?

Can we set realistic release dates for youth? Are there youth who would be better served by a 6 month program vs a 1 year program.
Commissioner Aramburo asked the Department to explore where we can get money for a fulltime psychotherapist if mental health won't provide weekly services. How do we make sure that this doesn't happen again, that a young man who is court ordered to receive therapeutic counseling actually receives it?
Commissioner Aramburo also asked for a report on staffing at LCRS. What is the full capacity of counselors and supervisors that we are budgeted for, and what training do we have for supervisors and counselors? She asked for a report on the vocational programs in place and how they related to meaningful Aftercare. She reported that in the last visit at LCRS two weeks ago, the seniors did not know who their assigned Aftercare PO was. Commissioner Aramburo believes that this relationship should be developed late in the junior phase and progress to the senior phase and release of the student.
From the School District, Commissioner Aramburo requested an overview of staffing and curriculum. Who will be the assigned Principal and how many teachers and paraprofessionals will be assigned? She asked the Department to establish reasonable timelines for having these programmatic and educational improvements in place.
Commissioner Aramburo asked the Department to report when the moratorium at LCRS will be lifted. She wants to know how many former ranch students are housed at 850 Bryant or any other adult facility. Commissioner Aramburo asked if CYA recommendations from the Department have increased as a result of the moratorium at LCRS. Commissioner Aramburo asked for a comparison between the number of CYA recommendations and actual CYA commitments for the past six months. Is this a direct result of inadequate placement or mental health services for youths? Commissioner Dupré asked the Commission Secretary to compile a list of Commissioner Aramburo's requests for the Department to address at the August and September Commission meeting.
Comm Richard asked Mattie Scott to speak. She is a founder of Cease 4 Peace, a violence prevention parents action group, meeting at Joseph Lee gym, to try to deal with issues in the community. She mentioned that they would like to come talk to youth in the hall. They already speak to inmates in the adult system and have been getting a very good response from them. She also invited the Commisison to a family solidarity day event they are holding at Golden Gate Park on Sept. 15.
Comm. Dupré thanked the community and staff for their attendance at the meeting and welcomed the community to continue attending and working with the Commission on these very important issues.

8. **(ACTION) Adjournment**
There being no further business, the meeting was adjourned at 7:55pm

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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********** AMENDED AGENDA FOR AUGUST 21, 2001 **********

NOTICE OF MONTHLY MEETING
City Hall, Conference Room 34
1 Dr. Carlton B. Goodlett Place
5:30 pm Tuesday, August 21, 2001

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of July 25, 2001 meeting minutes
3. (DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for July '01
   a. Status Report on Juvenile Hall Replacement Project.
      Replacement mural project (D. Hale)
   b. Trends/Emerging Issues/Upcoming Events
4. (ACTION) Committee Assignments for Commissioners
5. (ACTION) Consideration of recommendation by Program Committee for continuation of contract from July 1, 2001 to June 30, 2002 with the American Justice Institute for PRIDE system, in the amount of $375,000
6. (DISCUSSION/ACTION) Briefing by Youth Law Center on over population and disproportionate minority confinement at SF Juvenile Hall (James Bell); Briefing on Annie E Casey Foundation's Juvenile Detention Alternative Initiative in SF (Bart Lubow); possible recommendations for follow up.
7. (DISCUSSION) Sunshine & Brown Act overview (Deputy City Attorney Jackie Minor)
8. (DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.
9. (DISCUSSION) Announcements, requests for future agenda items.
10. (ACTION) Adjournment

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August 16, 2001

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JUVENILE PROBATION COMMISSION

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MINUTES OF AUGUST 21, 2001 MONTHLY MEETING

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. *(ACTION) Roll Call*
   The meeting was called to order by Pres. Hale at 6:00 pm. Comms. Dupre, Aramburo, Chuck, Grossman were present at the gavel. Comm. Richard arrived at 7:00 pm.
2. *(ACTION) Review and approval of July 25, 2001 meeting minutes*
   The minutes were approved as written.
3. *(DISCUSSION) Chief Probation Officer's Report*
   a. Status Report on Juvenile Hall Replacement Project
      Replacement mural project (D. Hale)
      Chis Bigelow reported that they still are planning for construction to start March or April of 2002. The arts project people have been holding meetings with youth in the hall to plan the arts project for the hall. Themes for the artwork relate to trees, branches, transformation. Chris Bigelow asked about the replacement mural issue, Comm. Hale explained that he had been in contact with the artist of the mural that is currently on the side of the gym, and that she should be brought into the loop of discussions regarding the arts projects for the new facilities because by case law, she has a right to the consideration of replacing her soon to be lost artwork. C. Bigelow said he will keep in touch with her in regards this.
   b. Trends/Emerging Issues/Upcoming Events
      No report on this item.
4. *(ACTION) Committee Assignments for Commissioners*
   Comm. Hale appointed Comm Richard to the Program Committee, and Comm. Dupré to the Finance Committee. He mentioned that he was going to delay a decision to create an Ad Hoc committee to address the issue of pending legislation in the Bd of Supervisors.
5. *(ACTION) Consideration of recommendation by Program Committee for continuation of contract from July 1, 2001 to June 30, 2002 with the American Justice Institute for PRIDE system, in the amount of $375,000*
   Comm. Dupré moved to approve the contract, with conditions. Comm. Grossman recounted the conditions: PrIDE report to the Committee every month for the first 6 mos, there be a first report and a demonstration of deliverables by the next Committee mtg, and an estimate of costs of integrating it and maintaining it within the Dept's IS system. Motion was seconded.
   Comm. Arámburo expressed her concerns with the contract. She reviewed the fiscal responsibilities of the Commission, especially with reference to TANF funds. To date there has been $654,000 given to this contractor, and with this contract, that would be a million (one tenth of the total TANF funding). The issues are: how much questioning does the Commission have to do in order to get at the facts. It was a 'cat and mouse' game where if the question wasn't 'just right,' a full response wasn't given. There were several red flags: importance of empirical data, what kinds of information we need to make responsible decisions involving detention. In these two aspects, Comm. Arámburo wasn't sure what this project will produce. Her understanding is that it would give outcome information on programs funded through the Dept. and will be able to determine how to modify or change programs during the six month to a year that they are funded. Also to do aggregate analysis that would facilitate policy and program development, also to leverage funding. The Philadelphia model (upon which this is based) since 1994, in a recent

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report, indicated that their institutional placements have increased in the past 6 yrs. So, if their system is supposed to be giving empirical data to their department so they could make better policy decisions in programs, it doesn't seem to be working. The cost for their system is also daunting, $4 million to get it up and $854,000 annual maintenance fee (including a 45% indirect cost charge). The Commissioner questioned if this is a wise use of TANF funds, given the short window before its sunset. The Commissoner had questions about the vendor also, given their inability to answer how they much they have spent to date. They were further asked what it would cost to bring this program "live," to finally get it to work, and they could not answer that. The Commissioner was not convinced this project will achieve what its stated purposes are. And despite the Chief saying that it would ultimately be brought in-house, without a concrete estimate of how much it would cost to do this, that isn't satisfactory for her to agree to this expenditure. The process: this is a sole source contract, and maybe that leads to the lack of openness for providing information (referring to the 'cat and mouse dance' duing question and answer sessions). Maybe we need an open bidding process which encourages full disclosure.
As the Chair of the Committee, she could not vote for this expenditure in light of their inability to provide satisfactory answers to all the questions.
Comm. Hale appreciated the critical inspection given to this contract. This should be done with all contracts if questions exist. He likened this contract's experience of not having any results after 3 yrs, to Santa Cruz's experience in their detention reform efforts (they didn't show any results for 18 mos to 2 yrs). He said he relies on the staff to make the right decisions. He supports the motion.
Comm. Chuck acknowledged Comm. Arámburo's compelling and thoughtful argument. He said that while there has to be an element of trust, the Commission cannot just stop at the vote. He was encouraged that this project might be able to leverage future funds for the Dept.
Comm. Grossman also has concerns but appreciated the offer to include conditions in the motion for approval.
Comm. Dupré acknowledged Comm. Arámburo's issues, and said that the onus is now on staff to satisfy all the concerns of the Commission. He encouraged everyone to attend the next Program Committee meeting to hear the report.
The question was called, and upon voice vote, the motion passed 5-1, with Comm. Aramburo voting nay.

6. *(DISCUSSION/ACTION) Briefing by Youth Law Center on over population and disproportionate minority confinement at SF Juvenile Hall (James Bell); Briefing on Annie E Casey Foundation's Juvenile Detention Alternative Initiative in SF (Bart Lubow); possible recommendations for follow up.*

Bell commented that SF Juvenile Hall's population is reaching 80% youth of color., and they come from 5 neighborhoods. He stated that the report he did does not explain *why* there is disproportionality, just that there is. He handed out a PowerPoint presentation (on paper) that he normally gives to jurisdictions looking at their detention problems, to the Commission.
Pertinent points: disproportionality is supported by vested interests.
He introduced CPO John Rhoads (Santa Cruz) as a model of how the problem is attacked.
A series of vested interests need to cooperate to address the problem; community groups, young people, judges, politicians, police, sheriff, advocates. Schools were mentioned but no faith was shown that they would actively participate.
In order to effectively reduce disproportionality, there needs to be good programs in the community that really serves them.

Comm. Arámburo asked what the problem with the risk assessment instrument was. Is it not being utilized, not being used effectively, problem with supervision? Can you describe the instrument andwhat can be done with it.
Bell: regarding the risk assessment instrument, he described what two other jurisdictions did with their instruments. They reviewed it to make it race neutral. Looked to see what impact the point system had on communities of color.
Look at contacts with the cops, what kinds of services are available in the community. When they get into detention, what decisions are being made by judges, prosecuters and public defenders which widely affect kids of color.
Question: how does class play out in SF vs. color. Bell said that they didn't look at that aspect, just the neighborhoods. They looked at the numbers and reached conclusions about what should be done. They did not look at the "why".
Question: does the number of contacts affect the police's practice (ie. if a kid has a long contact sheet, is it more likely the police will arrest).
Answer: for the risk assessment instrument, this item needs to be race conscious, so the proper points can be assigned it.
Bell noted that the population in SF Juvenile Hall is not overly represented by Latinos. Only African American.
African American kids make up 85% of those in foster care.
Question: is there a way to create community based alternatives for kids with mental health issues.
Question: the software programs used by those other jurisdictions; do they just monitor detention issues or are they used for case management, and give outcome measures.
Bart Lubow: the situation faced by SF in regards to mental health is common throughout the nation. He referenced John Rhoads for specifics on their system of care, which tries to keep kids from being dumped into juvenile hall because no other agency/service wants to deal with them.
He mentioned the example of Albuquerque, NM, where they had 2 entire units set aside for mental health related kids. After working with them, this situation is now resolved.
Lubow introduced himself and the Annie Casey Foundation, and mentioned the Foundation's Juvenile Detention Alternatives Initiative's history, vis a vis the social landscape which actually showed an increase (nationally) in juvenile detention over the past 7 yrs (when they began the initiative, 6 out of 10 kids –arrested-- were detained in facilities which exceeded their capacities, and now 75% are are in such facilities).
Many of the sites in the Casey Initiative showed great improvement in various aspects of juvenile justice.
He mentioned a major confab on detention alternatives to be held in Portland next month.
He stated that a month ago Chief Williams asked if he (Lubow) would come and discuss the potential of SF being a replication site for the Foundation's Initiative.
He said that what they (the Foundation) intend to do is focus on some of the key issues made by the Youth Law Center report. They will use it to define some keys issues to investigate more deeply.
They will bring in practitioners from other jurisdictions, and colleagues of theirs, experts in policy and operations of juvenile justice, towork with a core group of stakeholders. He made a point that over detention in juvenile detention facilities is the cumulative effect of decisions made in a variety of positions in the juvenile justice system. Responsibility for this problem is broadly shared, and the solutions must be broadly shared.

They will facilitate the deliberations of the stakeholders. They will bring in data experts to assess what data capacities currently exist, what capacities need to be built, what sorts of routine reports ought to be generated so the system is held more accountable. He gave an example of having asked for information on a couple of aspects of the SF system and couldn't get an answer from anyone. This reflects a system that is largely unaccountable. The point of this initiative isn't to just bring the numbers detained down, but rather to figure out how to eliminate unecessary and inappropriate detention.

Comm. Hale asked, acknowledging that the process being initiated will not give immediate results, what will the Dept do in the interim to deal with the problems as they continue to come up.

Lubow responded that they will do rigorous inspections of the hall and to give feed back on areas which need improvement and help the Dept make adjustments. The other thing is to jump on the population management issues quickly. The YLC report provides some key aspects of current detention utilization for them to look a little deeper at for short term solutions.

Comm. Arámburo moved to approve the recommendations of the YLC report and urged the Dept to provide reasonable timelines to accomplish them. Bart Lubow added a friendly amendment that the Commission go on record urging the other stakeholders to join the Dept in this process and take responsibility and ownership for what happens out at Juvenile Hall.

Public Comments: Bruce Fisher of Youth Advocates supported this motion. He further suggested the Commission set a goal for reduction of disproportionality (ie. for a particular percentage of improvement in a year).

Jim Queen: spoke for the need to make this process a community driven process, including youth who are involved in the system.

A representative from CJCJ spoke in support of the Santa Cruz model and how J. Rhoads holds community meetings to hear from all who are concerned about operations there.

Alfredo Bojorquez reminded that POs need to be part of the process also; often being left out of such initiatives.

Judge Frank Orlando emphasized that decisions need to be driven by data. Subjective decision making is totally off the mark. He gave an example of how his own jurisdiction handled the problems of detention. He stated that it was imperative that certain 'vested' interests give up some of their "control" in the best interests of getting better decisions from the group process.

Gary Bieringer said that it is critical to have the school district at the table.

Ntanya Lee (Coleman Advocates): expressed her skepticism, but hopefulness that this will not end up like all the previous attempts at reform, and asked that definite deadlines and milestones be set forth.

Mary Harris (Coleman Advocates) added to comments that there are major 'partners' who are not in the room and need to be pulled into the discussion. Most of her comments were spoken from the back of the room and were not audibly picked up.

John Rhoads: there are short term things which can be done, but what really needs to be addressed are deep seated cultural practices that will require time to overcome. His own experience in Santa Cruz with the process showed no significant changes for 18 mos to 2 yrs into the activity.

He emphasized that this is a lifelong effort.

(Nicole) of the Youth Commission, wanted to emphasize that including youth in this process should be more than tokenism, and that appropriate accommodations be made to make it possible for them to participate.

Comm Richard said that it is important that when you call the community based agencies to the table, then they better really be working with youth. There are many who may say they are working with kids and don't, and with the precious little money to go around, it'd behoove us all to assure they are used wisely.

Comm. Arámburo said that SF has a wealth of community based orgs, but we don't have a clear vision to utilize them for an effective coordinated system of intervention and prevention.

Clarificaton about the wording of the motion was asked. The request for a report back in Oct. by the Chief was at the direction of the Commission and not a part of the original motion.

The question was called, and by roll call vote, passed 6-0.

7. *(DISCUSSION) Sunshine & Brown Act overview (Deputy City Attorney Jackie Minor)*
   There was a short inservice by Deputy City Attorney Jackie Minor on this topic. Questions were answered sequentially and all were left with a clearer understanding of the Sunshine Ordinance and Brown Act.
8. *(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
   Three young ladies from the support group "Young Queens Rising" spoke about their activities and goals and asked the Commission for their support of those activities. They made a plea for a grant to support the work with girls. The Commission referred them to the Community Projects Division and Lonnie Holmes for assistance.
9. *(DISCUSSION) Announcements, requests for future agenda items.*
   There was none.
10. *(ACTION) Adjournment*
    There being no further business, the meeting was adjourned at 9:15 pm.

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NOTICE OF MONTHLY MEETING
To be held at Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127
5:30 pm Tuesday, September 25, 2001

AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of August 28, 2001 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report:* ***explanatory document: monthly report for July '01*
   a. Status Report on Juvenile Hall Replacement Project.
   b. Trends/Emerging Issues/Upcoming Events
   (public comments)
4. *(DISCUSSION/ACTION) Presentation by Marta Ayala regardinga mural for Juvenile Hall. Possible consideration for making a wall available for a replacement mural in the new facility.*
   (public comments)
5. *Report on PrIDE program progress (Dr. Oberweis).*
   (public comments)
6. *(DISCUSSION) Report on the school programs at Log Cabin Ranch and Woodside Learning Ctr (Frank Tom, SFUSD, presenting)*
   (public comments)
7. *(DISCUSSION) Report on the mental health services to youth in LogCabin Ranch and Juvenile Hall. (D. Hoard; Mtambuzi, SPY)*
   (public comments)
8. *(DISCUSSION) Report from Juvenile Probation Dept. on issues raised by at the Commission's July meeting, including: moratorium on students, and impac,t if any, on CYA recommendations by the Dept., hiring and current staffing, budget, disciplinary system, vocational programs, aftercare, and utilization of adult facilities for "ranch failures."*
9. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
10. *(DISCUSSION) Announcements, requests for future agenda items.*
11. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by September 17. Please call the office to make arrangements.)

September 17, 2001

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MINUTES OF SEPTEMBER 25, 2001 MONTHLY MEETING

held at Youth Guidance Center Cafeteria 375 Woodside Ave San Francisco, CA 94127

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. *(ACTION) Roll Call*
   The meeting was called to order by Comm. Hale at 5:40 pm.Comms. Chuck, Dupre, Ricci were present at the gavel. Comms. Aramburo and Grossman arrived at 5:42 and 5:43 pm, respectively. Comm Richard arrived at 6:00 pm.
   President Hale asked for a moment of silence in memorial to the tragedy of Sept. 11.
2. *(ACTION) Review and approval of August 28, 2001 meeting minutes*
   Comm. Hale asked that this be tabled until he had a chance to review the tapes of the meeting. He was concerned for some content of the presentation by James Bell and Bart Lubow that wasn't recounted in the minutes.
   (public comments) None.
3. *(DISCUSSION) Chief Probation Officer's Report:* ***explanatory document: monthly report for July '01*
   President Hale introduced 4 members of the Student Council of LCRS, along with the ex President.
   a. *Status Report on Juvenile Hall Replacement Project.*
      Chris Bigelow reported that there are cost overruns, and another delay in the anticipated start of construction to July. There are re design activities going on, demanding re approvals from different bodies, eg. Art Commission. While it will need to be completed by the same deadline, but the overall cost will be the same. The bid will be put out in early April.
   b. *Trends/Emerging Issues/Upcoming Events*
      The Chief announced a Youth Summit to take place Sept. 28, for Juvenile Hall detainees, hosted by the courts.
      Oct 15/16; the JDAI team will inspect Juvenile Hall. On Oct. 16 there will be the first mtg of the JDAI stakeholders' group.
      Oct. 22 is the State of the City address by the Mayor.
      Oct. 25 the Dept will be sponsoring an Employees' Years of Service celebration, in the girls gym, honoring those who have served the City 5 yrs or more.
      Under the new contract with the Deputy POs, there will be bi monthly mtgs between the POA and the Dept.
      Comm. Dupré asked if the Sept. 11 event resulted in any emotional impact on the youth in the hall. The Chief said that responses varied from very concerned to apathy. Nothing particularly out of the ordinary was reportedat LCR.
      (public comments) None.
4. *(DISCUSSION/ACTION) Presentation by Marta Ayala regardinga mural for Juvenile Hall. Possible consideration for making a wall available for a replacement mural in the new facility.*
   Comm. Hale reviewed the fact that she had painted the existing mural with an understanding that the building would be there for longterm. Now with the impending destruction of the bldg, the City Attorney's office contacted Comm. Hale that the artist inquired about being able to doa replacement mural in the new structure. The Commission is not under any legal obligations to act on this request, but in interest of fairness to the artist for her work asked for a resolution to be considered. An important element of that resolution is the requirement to involve detained youth in the creation of that mural. Final approval of the project will lie with the Arts Commission.
   Ms.Ayala said that she would hold a series of workshops with staff and youth to come up with the design. She is not asking for funds from the Dept to do this. Comm. Grossman asked that she include not only staff and youth, but the Commission also. Comm. Dupré moved for approval of the resolution (drafted by the City Attorny's office).. Comm. Arámburo seconded with the proviso that it does not violate any sole source procedures. The question was called, and by voice vote, passed 7-0.

(public comments) None

5. *Report on PrIDE program progress (Dr. Oberweis).*

Dr. Oberweis introduced Phil Harris, from the ProDES project in Philadelphia. She referred to the reports given to the Program Committee. The Log Cabin Recidivism report was produced using the JJIS and KLEC database systems. She gave a few highlights of the findings; grads tended to get fewer juvenile petitions in the long run, significantly fewer commitments to LCR. Non grads tended to be 300 W&I code clients, or out of home placement failures. This implies that there might need to be more supports and programs directed toward these two types of youth. She also said that the drift back to offender status might be further delayed or overcome with a more effective aftercare program.

Comm. Grossman reviewed that at the last Commission meeting, a provisional approval of their contract was given, with the stipulation that they could provide examples of deliverables, at this meeting. The report on LCR was not based on the 400 client records in the PrIDE database. Comm. Grossman commented that this report, while interesting, is not one of the deliverables asked for.

Chief Williams said that the LCR report was an added report to the others that were asked for.

Comm. Arámburo pointed to the fact that the analysts for PrIDE do not necessarily understand the system so that their analysis may not be entirely accurate. For instance, one possible factor to those grads of LCR who do not acquire more juvenile petitions is that they are already on the upper end of age (18 and +) and so are not in the juvenile system much longer. If one actually looks at the files of LCR youth, one can see a large factor shared by LCR failures is mental health issues.

What she has seen is that there may be just as many adult petitions filed on LCR grads as there are juvenile petitions filed on LCR failures, and this implies that there needs to be longer term structure and direction given the youth to better prepare for jobs, school, and life generally once they're back in the community. She was surprised by the fact that youth stay longer at LCR than in placement.

Chief Williams said that these reports give documentation to previously held opinions. These reports give us baseline data to assess later whether enhancements to what we're doing really have the impact they're supposed to.

There was a disagreement as to the level of recidivism from LCR. (Whether it was a 70-73% failure or success rate) Dr. Oberweis said that the recidivism rate quoted was calculated using every possible recidivist incident: unsustained petitions, arrests without convictions, contacts). Chief Williams said that the real measure of whether the young person was having a successful experience is whether there was a sustained petition. Most of those things happen within 9 mos after release, about 21% were juvenile petitions, and 15% occurred in the adult system. Bottom line is a 63% success rate.

Comm. Arámburo recounted that at a previous meeting it was agreed that AJI was supposed to provide examples of the deliverables to be gotten from the PrIDE system, which would satisfy the concerns of the Commissioners. She brought up a point of information which she said troubled her, and that was that Phil Harris indicated that there are numerous software programs that measure outcomes, and her understanding in the initial agreement to utilize PrIDE as a sole source contractor was that this was the sole vendor that could provide this software and interface, etc. One thing found out in the review of this continuing contract, was that Santa Cruz has used a different model, called Allvest, which does measure outcome. It was started in 1998, but was around in 1999 when .. it doesn't only provide outcome measures but it helps POs in developing treatment plans. That program took 10 months to develop and cost approx. $45,000. With training for their POs. Given, this comparison, Comm. Arámburo questioned whether there was a legal justification for this sole source contract; when in fact there are multiple vendors that can and should have been looked at back then. She said she would like a City Attorney opinion on whether these contracts (with AJI) were in violation of contracting procedures (open bidding).

Chief Williams stated that this contract, as with every contract the City lets, these have to pass through every oversight agency before it is let, including sole source justification. The Dept would be happy to provide to the Commission those documents submitted in order to get the sole source approval. The Dept is as concerned with this as the Commission and took all precautions to make sure it was done properly. Whether or not there were numerous software programs that do numerous things about client tracking and case management, this is more than that, and it did pass the sole source muster. The Dept promised (in the

Program Committee meeting) to meet with John Rhoades and report back with a side by side comparison of what Allvest and PrIDE do. His own understanding of what Allvest does, which is rudimentary, is that it provides software, staff training and some online capacity to do online analysis.
Comm. Arámburo said she understood that Allvest met with Sandy Clayborn and Bob Wertz. She repeated that she'd like the City Attorney to review this contract to make sure it is a proper sole source contract. At the same time she'd like the Dept to get information about all the other potential programs that might be usable. She noted that this agenda item should have been written as an action item because her understanding was that there was supposed to be a decision made on whether deliverables had been met for purposes of extending this contract.
Phil Harris: there are quite a few software vendors out there selling case management systems. One easy access to that is to go (joint counseling accreditation and healthcare organization) which sponsors a whole variety of systems. They are case management systems. It produces automated reports and even creates some recommendations, but it is all a very canned kind of response. Even outcome measures are pre defined. It does not do evaluation at the program level. Nor does it tell anything about the system wide services. This is where PrIDE was starting from. To his understanding, Philadelphia is the only city with a system that does program level and system level assessments of programs. Kansas city is using ProDES instrumentation, but is building their own.
Comm. Dupré said that at the Program Comm. the AJI presentation was interrupted and it was said that the presentation was satisfactory; and the staff and consultants would bring back the Santa Cruz evaluation model, and since this is not an action item in this meeting, he asked that the Commission give the Program Comm. clear instructions what to do, and resolve it on the committee level. He asked for a clear charge, so they could report back at the next meeting.
Comm. Ricci asked if any of the staff has seen an actual operation of the program to see if ultimately it is something they could utilize (interface with). Comm. Grossman said that she saw some of the products of the Allvest operation (a Texas example), and said that they encouraged her to visit them to see what they can do. She thinks we do need to do a comparison, given the wide disparity of costs involved in the different models available.
Comm. Arámburo repeated that before the Commission makes any decision about PrIDE, it behooves the Commission to get a City Attorney opinion. Comm. Hale said that in respect to the Commission's fiduciary responsibility, it is not absolute. That the Commission must exercise reasonableness. Given where the conversations started, with respect to a database system, they were both comprehensive, deliberative, and he is confident that the Commission's fiduciary responsibilities have been met. The concerns raised at the last meeting were significantly regarding whether this venture could produce the kind of information we can use, that's helpful to the Dept. As a separate issue there was the cost factor. Just because someone says they could have done this for a lot less doesn't mean that the course taken should be abandoned. You can criticize as long as you are reasonable. That question is still not there, (I'm sensing) from some of the Commissioners, and he expects Program Committee to deal with this issue. Once a Committee decision is reached, then it should be brought before the full Commission. Comm. Grossman agreed that these are two issues, and also agreed that it should be brought back to the Program Committee for recommendations.
Phil Harris: they were asked early on whether they would sell ProDES/Promis to SF. They could have sold it for certainly less than $45,000, but it wouldn't have fit SF, as the needs are different.
Chief Williams said that he would accept the direction of the Commission and Program Comm in the spirit it has already been given. They all have a responsibility to do the right thing for the right reasons at the right costs. His understanding of what the Program Comm wanted was: a demonstration of the system, report on the data that is in the system, and some analysis of the costs of transitioning the system into the Dept. There was a demonstration that was ready, and 2 reports. His understanding after that meeting was that the Committee wanted a side by side comparison of what ProDes does and what Allvest does, and also a date certain, Feb., when additional deliverables will be available. At this point, the comparison is not just Allvest, but other comparable systems, and in addition to provide documentation about the contract itself (the sole source contract). He just wants to make sure they are on the same page with what the Commission wants.

Comm. Arámburo repeated that it was her understanding that at this Commission meeting the Program Committee would be recommending whether or not the deliverables had been met for the purpose of completing that additional $375K contract. The Committee did not take a vote on that issue, and prior to taking such a vote she feels it is in the interests of the Commission to make sure that in a legal perspective, this is an appropriate sole source contract.

Chief Williams said that it was not a problem to respond to those concerns. He ended his comments by saying that with any contract of this magnitude, the contract is presented to the Commission for final sign off and approval. The Commission may recall, and if we reflect back on minutes, this issue of sole source, he'd be willing to bet, was raised, discussed, resolved to the Commission's satisfaction, at the time the contract was being processed. So that will be one of the sources they will look at to provide the information being requested.

He stated that it was the Commission's responsibility and the individual Committee's responsibility to raise these kinds of questions, and it was his sense from the Program Committee that they had responded to the requests that were on the table at that point.

Comm. Hale reviewed that everything requested by the Commission and Committee should be done. With respect to the City Attorney, he directed Comm. Arámburo to write a letter addressing those points needing a response. But we should not delay progress on this particular project.

Comm. Dupré reviewed his motion approving the contract with conditions (read from the minutes), and said that he's clear on the directive of the Commission in regards this subject.

(public comments) None.

6. ***(DISCUSSION) Report on the school programs at Log Cabin Ranch and Woodside Learning Ctr (Frank Tom, SFUSD, presenting)***

Comm. Hale reported that he and Comm Dupre had a meeting with Superintendent Ackerman and her team for the schools programs in the Dept. and acknowledged their appreciation for the meeting and continuing dialog.

Frank Tom introduced himself as the new Assoc Superintendent for High Schools, which includes County Community Schools and the Court Schools. He said the Superintendent's intention is that all students in the County Community and Court Schools have equal access to the curriculum, content, and performance standards of all other students in the district. This includes wrap around services. He introduced Linda Miles, who is the Principal for the County Community , and Court Schools. Jim Fithian is the Asst. Principal at LCRS. Christine Baker is Asst. Pricipal for Woodside Learning Ctr.

He said it was important for him to see that opportunities existed for students to make the transition back to regular schools, from JH or LCR. He wants to see every student have an Individual Success Plan, so they can monitor their progress.

Linda Miles: introduced herself, apologized for not having C. Baker present, and introduced J. Fithian, who proceeded to give his report on LCRS. He gave a handout to the Commissioners which was a point by point response to questions raised by Commissioners. He said that one large goal he has for the school is to connect it with community resources (which it hasn't done in the past). He said also he wants to develop the curriculum to bring it closer to the environment (nature related). He mentioned the presence of horses on the ranch and that some of his staff are 'horsepeople'. They started a horsemanship program. He has connected with some outdoor education facilities to enhance the science program.

Comm. Arámburo asked: can the school develop transferable credits (for the school and afterschool activities) for the students to take back to their HS, toward graduation, and a curriculum for monolingual students.

F.Tom said that there is the possibility of extending the classes beyond the school day and including credits for projects. J.Fithian said that he looks at all the files, and that they are going to include PE credits and health ed. credits for participation in the therapeutic programs.

Comm. Hale asked the Program Committee take this issue up in committee. He said it was more appropriate to initiate these issues in committee, and if issues are raised/or action taken that the full commission should address, then it should be placed on the full commission agenda.

Comm. Arámburo said that she would like IEP, psycho therapy (how does the SFUSD comply with the requirements of IEP for special ed students). Grant writing? Who does that for the district? Is there Consent Decree funds available for LCRS? What other resources haven't been tapped. Is there the possibility of developing an internship program with some of the universities?
Comm. Grossman is very encouraged by the school district's current work (via Fithian). Comm. Dupré was also very excited by this, and further mentioned that F.Tom was a graduate of Galileo HS. He said that one important thing was to maintain positive communication with Johnny Miller, otherwise the polarization will become problematic. Comm Richard asked what the grade levels are the youth at in reading and math.
Comm. Hale asked to hold these questions for committee.
He asked about the GED testing because he was approached by 2 young men who were not able to get tested when they wanted. Fithian said that they are getting a Title VI grant to get GED testing on site. There has been a transportation problem, no available Ranch staff to take them to the testing site.
There were no public comments. Comm. Hale gave the mike to the student council of LCRS. Their concerns (in no particular order):
They need more teachers, and tutors to reduce the ratio.
Reading levels are low in the youth.
They need afterschool programs that improve reading, along with books (current texts).
There needs to be a process which immediately places a youth back into an assigned school after they leave LCRS, without a delay, as is the case now.
Comm. Hale said that it is important to find ways to encourage the youth to do well, while in LCRS.
(public comments) Julie Posadas said that what they are doing in LCRS can also be done in Juvenile Hall, especially to help young women.

7. ***(DISCUSSION) Report on the mental health services to youth in LogCabin Ranch and Juvenile Hall. (D. Hoard; Mtambuzi, SPY)***

T. Mtambuzi, Director of SPY, reported on the services at LCRS now: there are mental health services at LCRS, in yr 2000, 7 days a week; in the first part of 2001, 5 days a week. Currently it is at 1 day/wk. There is one mental health staff going down there. Those needing services more frequently are brought up to JH.
Comm. Arámburo asked if social workers are considered psycho therapists, for the purposes of a court ordered service? Yes.
Who is responsible for complying with a court order for psycho therapy? Answer: SPY.
When was the last time there was 5 days/week service at the Ranch? Answer: June of this year.
Is there a psychologist involved in the development of treatment plans? Answer: No. the MSWs can develop treatment plans, there is no psychotherapist assisting in this. There isn't a full time psychologist assigned to LCRS.
Medications? Answer: youth have to be evaluated by the psychiatrist every 7 days, brought back to JH to be seen.
When will a fulltime social worker be assigned? Answer: a candidate has been screened and selected, but is awaiting the official appointment. They hope by the end of Oct.
Mtambuzi said that they have contracted D. Hoard to come back and consult on the development of the mental health program at LCRS.
Comm. Arámburo asked how they would improve services at LCRS. D. Hoard, referred to the concerns stated in his letter, and said that many are being addressed. He said there needs to be a balance between custody and rehabilitation. The Dept seems to be working more on a crises intervention basis rather than treatment.
There is a definite need for more therapists (too many youth for the staff available), and there needs to be an all around plan, dealing with the family, the schools, the counselors.
Comm. Arámburo: is there much follow up after release? Answer: very little follow up after release. There is an attempt to hook them up with community mental health, but there is no individual therapist working with them.
D. Hoard said that there are social work interns to help reduce the ratio of therapist/youth. Some can be assigned to the aftercare portion.

Comm. Hale again said that a lot of these items can more appropriately be dealt with in committee. He asked about coordination with the school district, eg. IEPs. What is his (Mtambuzi) involvement with the schools. Answer: at YGC there is a staff who identifies youth as AB 3632, and they're IEPs are screened to determine the level of services needed. SPY is responsible for providing it through their mental health staff. At LCRS, apparently they've "dropped the ball". They need to establish a means to track if the youth was receiving those services here in JH, they are maintained when referred to LCRS.

(public comments) None

8. ***(DISCUSSION) Report from Juvenile Probation Dept.(JDP) on issues raised by the Commission at its July meeting, including: moratorium on students, and impact, if any, on CYA recommendations by the JDP., hiring and current staffing, budget, discplinary system, vocational programs, aftercare, and utilization of adult facilities for "ranch failures."***

Some of the concerns:
Need more interesting books in the library dealing with race, culture, history
Need access to the internet
Want driver's education, need a means of getting an ID so they aren't hassled by the police.
They reported that they have starteda program link with Job Corps so that about 12 seniors can transition from LCRS to the Corps (come Nov)
They stated that the attitudes of the youth at LCRS have changed.
They want back in the athletic league for ranches.
They need an aftercare program, with guidance from some mentor (to show that somebody cares).
They want more equipment t the rec hall.
They suggested extending the school day til dinner time. They say it already happens at Glenwood.
The ranch needs another reputation, one that really educates the youth and prepares them to re enter society.
Both the youth council, and Comm. Arámburo mention that the personal hygiene supplies being given to the youth are unattractive, and unused. They need "real" toothbrushes, etc.
Comm. Hale commended them for their input.
Comm Richard reported he is working with an org called College Planning Solutions, which will take graduates from LCR straight to college. He will also be working on getting mentors for the grads.
Comm. Hale reminded the Commission that under general public comments, they cannot respond in dialog to comments made by the public. He asked what the Commission wanted to do with the remaining items under this agenda items. **Comm. Dupré moved to extend this discussion another 25 mins. By a voice vote, the motion carried.**
Chief Williams: the disciplinary system is addressed in their Strategic Plan. Some of the comments made by the youth tonight are covered in the report. He suggested that once modification are made to the document, given the comments tonight, it become the baseline measurement against all future improvements.
LCRS staffing/hiring: there is one vacancy on counseling staff. One is out on workman's comp., another currently assigned to JH. 9 are being background checked for future hire (permanent/on call). Don Sanders will be/already is assigned to do the follow up and completion on those decisions. Moratorium on students, in May of this year. It was lifted in mid August.
Use of CYA commitments in lieu of LCRS commitments: currently, through August of this year, there were 10. 3 for evaluations.
The LCRS 2001-2 budget is $2.5 million. This is a 7% increase from the year before. There's about $358,000 in TANF ranch funds. There is also a $351,000 in funded capital improvement projects.
There are 3 POs assigned to LCRS, 2 in the community, and 1 at LCRS.
The Chief said that he plans to meet monthly with the student council of LCRS.
Comm. Arámburo asked about CYA recommendations, not commitments. Have they increased during the moratorium?
Question: does the Dept intend to divert TANF ranch funds again (last year $250K was reallocated to general fund programs). Answer: No. Regular TANF funds were used this year.
Answer: what about Ripple Effects? Answer: did not have the right computers at LCRS, so they implemented it at Robeson/Rivera. Question: does the Dept plan to allocate money to get the right

computers to use that program? Answer: yes. Will try to get the SFUSD to upgrade the computers, through their Digital High School grant.
Question: what is the contracting procress at LCRS. Do contracts go out to bid? Answer: depends. Construction contracts go out to bid. Personal services contracts with the vocational programs do not require it (amounts under the threshold, $50K).
Question: what about the liability around the horses. The Chief said he had that discussion with Commissioner Dupre and the short answer is yes. Comm. Dupré said that the school program's horsemanship program mentioned previously is a book based program. They are not on horses. The 4-H is a partner in that other program and liability will be provided through UC Extension.

9. ***Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***

Judge Katherine Feinstein: Stressed how important it is to have a good working Ranch facility. The system cannot function properly without it. She mentioned the increase in CYA recommendations due to the moratorium on referrals to LCR. This impacted the detention conditions with youth kept in the hall awaiting resolution to their cases. Without a Ranch option, the court is left with Out of Home Placements (OHP), and in many cases the youth has already failed this, in some cases more than once; or the court looks to CYA, but only when deemed appropriate.
What she has seen is an increased number of OHP recommendations and not enough sites for them, so they sit in juvenile hall waiting. She cited one day recently where 19 boys were in juvenile hall awaiting OHP. At the same time, LCR has 38 residents, 45% of its capacity. She said that once the 14 slated for graduation, leave, then LCR will be at 28% of its capactiy (84). Something is wrong.
She commented that any plan to fix the place needs to address how the current situation was reached. She said it was clear to her that in this past year Johnny Miller was operating LCR without sufficient staffing and without programming support. She referred to a strategic plan for LCR, which came to her via email, without the author's identity, without evidence of who was involved in the process, or whether it was subject to public review.
She said she was very disappointed, as she attempted to get the Dept to discuss this in Feb, but received no response to the court's concerns about LCR. Returning to the strategic plan she said that it appears that no input was gotten from the LCR residents, the POs, and definitely no input from the courts.
She said that if the facility is going to work, then they have to work on it together. The Dept needs to address the courts' concerns, otherwise there will be no confidence in sending kids there (as has happened in the past).. She painted the plan as 'pie in the sky,' until staffing is brought up to an appropriate level. The court has heard testimony that counselors are working back to back, double shifts. Some sleep at Hidden Valley because they don't have time to go home between shifts indicates something. The fact that no counselors are available to take kids to a GED test says something.
She said she was told an aggressive recruitment campaign was underway last Feb. but that hasn't worked. She said that San Mateo Co. isn't having the same problem, and they're next door to LCR. Why can't LCR recruit appropriate staff? The responsibility is "yours" [speaking to the Commission].
She commented that using Donald Sanders (Asst. Director) to do background checks on potential staff is a real sad use of his time. And if he has been doing these checks since July, why do we still not have the staff?
In reference to the disciplinary system being changed from negative (punitive) to positive (incentive), she said it was long overdue. But additionally, the Dept needs to develop a profile of youth it wants to serve at LCR, rather than it being a dumping ground for all youth, with diverse problems (violent offenders, sex offenders, mental health issues, substance abusers, etc).. The only way LCR can serve the youth well, is if you know who is being sent. Unless you specify the needs you want to serve at the Ranch, you can never individually tailor the services to all youth.
The disciplinary system also needs to have an equitable, consistent termination policy. Currently there is no consistency; every boy coming back before her court complained that they were terminated for lessor total offenses, or less severe offenses than others who were not taken out of LCR. There are no clear expectations for success or failure.

The mental health/therapeutic services need rebuilding at the ranch. Why can't SPY be responsible for providing those services. The plan (referred to before) mentions an agreement with community mental health is spearheading. The judge said that in past years, partnerships with community mental health and this Dept have had really serious problems. To do another one with an agency that we have trouble with, for whatever reason, to do a very critical function, seems foolhardy. urrent it's SPY's responsibility. Any change in that responsibility needs to be very well coordinated with community mental health as well as the school district who has an obligation to provide mental health services to certain youth.

Vocational programs: LCR has suffered from a complete lack of consistency in this area. The big picture: youth need and want vocational, educational training, therapeutic services, recreational programs, and social skills training. To date, every logical vocational program has been short lived. Why? The young men need training in vocational areas where they are likely to get jobs when they return to an urban community, not in areas that are more appropriate for weekend hobbies. She asked how many jobs are available in horsemanship or photography, or how many barbering positions there are. She questioned the rationale for going to outside agencies to peform these functions, why the Dept can't do it with its own staff. She is struck by the fact that every contract to provide vocational services at LCR have had one or another program in this last year, resulting in either suspension or termination of the program. This leaves the young men with too much non constructive time. This cannot be permitted.

There does not need to be another outside consultant to design a plan or program. There should be the talent in this Dept to create a good ranch program and run it.

The judge said she was horrendously alarmed at the plan's intention of emulating Piney Woods Life School. She related what Piney Woods was: a Christian values school in a rural community, which accepts no criminal offender. It is not a state sponsored school for juvenile offenders. She questioned why the Dept's plan chose out of all the possible models in the United States, to emulating Piney Woods.

She said that we cannot afford another year, another study, another plan.

She said that the most important aspect of this endeavor is the appointment of a legitimate working oversight committee that will be responsible for seeing that an action plan is done. The court has offered on many occasions to work toward such an effort and to date the Dept has not taken her up on that offer.

Things need to be made right, and it is your [the Commission's] responsibility to ensure that that happens.

10. ***DISCUSSION) Announcements, requests for future agenda items.***

Comm. Hale repeated his comments regarding the process of the Commission. He said the deliberative process is to work within the Committee structure. It is not that any Commissioner finds any item on the agnda not important, but unlike the Police Commission, there are items this Commission doesn't deal with. The items tonight were only given lip service to, touched the tips of. They need more discussion, investigation, each one of them. But the Commission would do better if the committees did the information gathering. That is the role of committees. 'You' need to be engaged in conversations with other commissioners about particular questions they may have, and discuss those, and at the appropriate times, bring them before the full Commission, hopefully with recommendations for action. This Commission has always accommodated Commissioners. We are dealing wih substantive issues, and this is what we've been driving towards, that will take prolonged conversations. For example, the hiring and staffing issues is appropriate for Personnel Committee. He said he was interested in hearing from Commissioners, for agenda items.

Comm. Arámburo explained that the items for LCRS were things asked by Program Committee to be addressed, with specific timelines. Agenda items shouldl give the Dept direction about what the Commission believes is important, and is consistent with the previous practice of the Commission. Maybe some of it can be taken up in committee, but it is also important to have the full Commission on the same page, and to have the opportunity to hear the public input, as they did at this meeting.

Comm. Arámburo asked the Dept. when the Masterplan, as developed by NCCD, will be presented to the Commission and for public comment and discussion at a Commission.

She also asked for a presentation from the City Attorney about sole source contracting and conflict of interest issues for the full Commission.

Comm. Chuck thanked Judge Feinstein for her candor and forthrightness.

He commented that it seems the Commission feels the great need to integrate a lot of information. And if it isn't possible to cover everything at meetings, then it might demand the Commission having another retreat. He thinks there needs to be intensive committee work, but also the inclusion of all Commissioners in discussion and dialog.

Comm. Hale repeated that he wanted input fromthe Commission.

Comm. Grossman feels strongly that these kinds of issues need to be addressed at the full Commission, because without it , unless one can go to all the individual committees, you really can't get the full picture.

11. *(ACTION) Adjournment*

Having no further business, the meeting was adjourned at 9:08 pm.

Minutes approved Oct. 24, 2001

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF MONTHLY MEETING
To be held at City Hall rm 400
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102

5:30 pm Wednesday, October 24, 2001

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AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of September 25, 2001 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report:* ***explanatory document: monthly report for Sept.'01*
   a. *Status Report on Juvenile Hall Replacement Project.*
   b. *Trends/Emerging Issues/Upcoming Events*
   c. *Report requested at September Commission meeting, regarding the status of the NCCD Strategic Planning report, and status of hiring new Director of Juvenile Hall.*
   (public comments)
4. *(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
5. *(ACTION) Possible action to form an Oversight Committee for Log Cabin Ranch, to assure improvements to the ranch programs and operations.*
6. *(ACTION) Consideration of Program Committee's recommendation regarding continuation of Population Management Contract with Bayview Hunter's Point Foundation, in the amount of $140,000. ** explanatory documents: resolution, contract.*
   (public comments)
7. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee*
   - *Finance Committee*
   - *Facilities Committee*

   (public comments)
8. *(DISCUSSION) Announcements, requests for future agenda items.*
9. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Oct. 22. Please call the office to make arrangements.)

Ocr. 18, 2001

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MINUTES OF OCTOBER 24, 2001 MONTHLY MEETING

Held at City Hall, rm 400 1 Dr. Carlton B. Goodlett Place, San Francisco, 94102

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. *(ACTION) Roll Call*
   The meeting was called to order by Comm. Hale at 5:43pm. Comms. Aramburo, Chuck, Grossman, Ricci were present at the gavel. Comm. Dupre arrived at 5:50 pm, and Comm. Richard, at 5:55 pm.
2. *(ACTION) Review and approval of September 25, 2001 meeting minutes*
   The minutes were approved as written. Comm. Hale noted that the August meeting minutes hadn't been agendized for action at this meeting, and asked that they be placed on the Nov. agenda. He commented that having listened to tapes of a previous meeting, he is aware of the difficulty faced by the Commission secretary in ascertaining what people are saying, and appreciates the attention to reflecting what is said by speakers, given the state of the audio equipment being used. Comm. Arámburo expressed the importance of having thorough minutes so the public is fully able to understand what occurred at meetings. They both commended the Secretary for his diligence in extracting the content from the tapes.
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report:*
   The Chief acknowledged, and on behalf of his family, thanked everyone for their expressions of sympathy and support during their recent bereavement.
   a. *Status Report on Juvenile Hall Replacement Project.*
      Chris Bigelow reported that he showed a revised design plan which reflects a reduction of construction, due to a shortfall of funds. Site preparation for relocation is being carried out until Jan. 2002. Hazardous materials abatement will go from Feb. to May. The replacement project will be advertised in Jan. with construction slated for July 2002 and completion in Fall of 2004. Budget estimated to be $45.9 million, including $35.7 million in construction for the entire new facility. The budget for the reduced plan will be worked out by next week. The City has $29.7 million in identified funds, leaving $15.3 million to be secured.There are no significant impacts on environment so state funds can be released to the City. The City's regulatory agencies have responded favorably to the reduced plans and the proposed arts projects, in the main, can be kept in tact.. There are a few delays in getting the contractors set up to work on site (new security measures and background checks are being instituted), but things are progressing.
      He mentioned that the costs of moving the courts, another $100K, will need to be absorbed by the replacement project (courts not paying for it).
   b. *Trends/Emerging Issues/Upcoming Events*
      The Chief announced the re scheduled Employee Recognition event, which will be held Nov. 1, in the Girls Gym at YGC.
      The FY 02-03 planning has already begun. The Mayor's State of the City address last Monday was upbeat but recognized a shortfall in city revenues and so each department is being requested to make reductions in their current fiscal year spending.
      Count in Juvenile Hall was 89 today, with one unit closed for about 3 weeks. This is unusual as historically this is the time of year when the count rises. They hope that through the JDAI they might be able to keep those numbers at this level or reduce them even more.

This upcoming Friday, there will be a dance troupe that will perform for the youth in Juvenile Hall.

Comm. Arámburo said that there was a significant drop in juvenile referrals from Sept through Oct. What is this due to? The Chief said that a similar trend seems to be happening statewide, but did not say why. What impact will this have on the replacement project? The Chief said that they might have to look to alternate uses of the extra bed space then. Library?

Comm. Arámburo asked about the DDAP? This is a program under AB 1913 funding. Comm. Arámburo asked to include stats for the Home Detention and Placement Diversion programs in the monthly report.

She further asked about the utilization levels of the Intensive Home Based Supervision programs, and why they are low. The Chief said that each of these programs are new under AB 1913, and are just getting underway.

Bob Wertz, Dir of Probation Services, said it was a shock to him when he saw the low levels of service. He said that they have slowly gone back up a little.

Comm. Arámburo was not only concerned that services were not being used, she wondered if the programs were still getting paid, whether they provided services or not. Answer: they are paid, regardless.

Wertz said they are looking at 'enhancing' the DDAP contract so they provide help in domestic violence area. And when the JDAI begins, they will figure out ways to utilize the under utilized services.

c. ***Report requested at September Commission meeting, regarding the status of the NCCD Strategic Planning report, and status of hiring new Director of Juvenile Hall.***

As the Commission was aware, NCCD produced a final draft report of their strategic planning activities, in Jan. 2001. This happened at a time when other things were occurring in the Dept (budget matters), causing it to be put on a back burner. The Chief highlighted a few things that the Dept has done in reaction to the report in the meantime. A clerical retreat was held in May to deal with some of their issues. It was decided to continue doing this on at least an annual basis. Lack of recognition of staff's service. The celebration the Chief mentioned earlier, on Nov. 1, is an attempt to respond to this issue. While it is not the final solution to the problem, it is a point of departure for additional recognition that the Dept doesn't currently give. Some major issues dealt with communications within the Dept. so a Director of Communications was hired. Some positive articles have been published about the Dept as a result. An in-house newsletter was produced. Another will come out next month.

Another issue was how staff interacted with each other and the public. A Barbara Collins is putting together a "customer service" training process, scheduled to occur sometime next month.

The absence of a Dept. policy and procedures manual was pointed out. There is one for the hall, and Log Cabin, but we have not had in one place an assembly of administrative policies and procedures that was completed in draft form in July. Barbara Johnson is in charge of putting together a Probation Services policy and procedures manual. The full Departmental manual is expected to be completed early next year.

The Dept will submit to the Commission a report and further implementation timelines, on or before Nov. 16. That will be the final statement on where the Dept stands on the other items in the strategic plan and recommendations.

Comm. Arámburo said the draft was excellent, and wanted to know the full cost of the report. She said it is her understanding that Finance Committee was going to review that. She asked, in

light of the criticism of the Log Cabin Ranch strategic plan, when the public and Commission be able to discuss that document at a Commission meeting. The Chief said it would be available on or before the 16th for public review. Comm. Arámburo said she didn't see where they incorporated some of the issues around detention reform. Is that not part of the strategic plan or was this a contract initiated before the Casey Initiative was confirmed. The Chief said it preceded the Casey Initiative. Question: any chance NCCD can look at that issue and make some determination whether it needs to be addressed in the plan? The Chief stated that NCCD has a representative on the Stakeholders Group (for the Initiative) so they can at least ask them whether they'd be willing to do it. Comm. Arámburo asked to have this item on the Nov. Commission meeting agenda. Comm. Hale queried whether NCCD's contract for work would be extended to do this extra piece. He said that this is an ongoing process, so the plan is not the end product, not to be changed, massaged. He cautioned that if Comm. Arámburo wanted to discuss the document in the Nov meeting, asking them to do further work on it may prolong the process and not allow for that discussion. The Chief said that NCCD's contract ended Sept. 30, using a 'no cost' extension to finish other work (the training). Comm. Arámburo asked that maybe it could be produced as a supplement to the strategic plan, addressing whether the initiative would affect the plan as submitted.

As to the hiring of the Juvenile Hall Director, the Chief said that DHR just released the announcement for the position. Final application deadline is now set for Dec. 14, but extensions can be made. Hopefully, interviews can be done in Jan. and a hire made by Feb. 2002. The Dept will be able to provide the Commission within the next couple of weeks a listing of all the outreach efforts.

Comm. Arámburo asked what the cost of doing a national search would be, and what the chance of getting someone from it, this late into an administration. The Chief said that there are still a couple of years left in the present Mayor's term, and with the job market being depressed, he feels the Dept is in a good position to attract some candidates. The issue is the cost of living here. The salary is competitive, in fact better than others. Question: any chance to find someone with experience in a construction/replacement setting? Answer: the hope is to find someone. Question: will the Dept name an interim Director? Answer: probably next week.

(public comments)

Mary Lavolay (representing Coleman Advocates), asked about the PrIDE contract. She was directed to wait for the next item.

The Chief lauded Janet Medina for her long years of fine service in the Dept. Janet Medina thanked the Chief, and Commission, and reflected on the changing landscape of juvenile justice. Comm. Hale, on behalf of the Commission, echoed the appreciation of those already having spoken.

4. ***(DISCUSSION) Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***

Mary Lavolay asked about the PrIDE contract and if someone could explain to her what that was. Comm. Hale advised her that a dialog on that could not occur, given the Brown Act. Comm. Arámburo explained that reference to that contract would be made in the committee report later in the meeting.

5. ***(ACTION) Possible action to form an Oversight Committee for Log Cabin Ranch, to assure improvements to the ranch programs and operations.***

Comm. Hale referred to a letter from a Public Defender, requesting participation in such a committee. Comm. Arámburo elaborated; at the last Commission meeting, Judge Feinstein suggested creating such a committee that would increase the dialog between the courts and key

stake holders to improve the services at LCR, and to have the chance to give input to the strategic plan for LCR, produced by the Dept. The Program Committee discussed their commitment to facilitate this dialog, and improve the services at LCR, (which clearly could be improved). The big value to this commitee is that there could be no claim that stakeholders were not given a say in that process. She said that she was approached by Marynella Woods, who has much experience in this field. Dewitt Hoard could aid immensely in the mental health issues. Jim Fithian would be helped a lot in his efforts to improve the school program there, Gary Harding, PO, used to be assigned to LCR. These are all people interested in this committee. Comm. Arámburo recommended that the Commission adopt a committee to facilitate the Program Committee in its dialog with and improvement of LCR services.

Comm. Grossman commended the Chief and Johnny Miller for the improving situation at LCR. She is particularly excited with Jim Fithian as the principal. She supports having a small committee like this to affect input to the Commission, Program Committee, and Dept.

Comm. Dupré said that "oversight" is a little too strong a word for the committee. He mentioned that at the Program Committee, it was stated that LCR was a top priority.

Comm. Arámburo recognized the concerns expressed by Comm. Dupré, vis a vis authority, protocol of that committee. This can be taken up by the Program Committee. She further proffered that perhaps protocols can be drafted up to have both the Program Committee and the Advisory Committee meet jointly at LCR so that they can get a first hand look at the changes taking place, and what needs to be done.

Comm. Chuck asked for an interpretation of the phrase "memorialize a plan of action for the committee and commission to monitor....etc." what kind of commitment does this involve?

Comm. Arámburo said that possibly that means the protocols. To put to words and timelines what needs to be done. Comm. Chuck asked if this would be an adhoc committee? Comm. Arámburo said that possibly not. Comm Richard asked what authority would be given to the committee. Comm. Arámburo said none. It would be advisory to the Program Committee, who retains the authority. This is about a public dialog. Comm Richard: why is the enrollment at LCR so low. The Chief said due to the moritorium and more kids being moved out.

Comm. Ricci said that it would be important to set this up properly, with guidelines and timelines.

Chief Williams said that they welcome every opportunity for support and understanding of all areas of operations. An advisory body could be a reasonable vehicle for that, to generate additional dialog, consensus, and support to continue things heading the way they are heading now.

It could also be useful in dispelling misperceptions of what goes on in LCR. He further added, quite honestly, some of the names mentioned (by Comm. Aramburo) as potential contributors to this process, haven't been to LCR in years. The begininng should be to get them there to find out the truth about what is going on today. Even as familiar as Judge Feinstein is with Dept and LCR programs, some of her comments reflected some lack of true understanding of what is going on at LCR.

The Chief requested that the strategic plan passed out at the last Commission meeting (drawn up by Johnny Miller) be considered as a point of departure for discussion for what should happen at LCR. He also requested that there be a clear mandate written for the committee, what the structure and participation is to be, with projected timelines, and instructions for what is to be done with the results of the committee's work.

He said he hopes that the participants in the committee will work with the Dept in getting the work done and not just create work for somebody else to do.

Comm. Grossman said that by doing this (the advisory committee) the Commission is being responsive to the community. She believes that it is a positive thing and should not be looked upon as adversarial.
Comm. Hale says that there appears two ways to go on this; one to vote on it as agendize, or two, to refer it back to committee for clarification, and establishing guidelines. He asked that the Commissioners to consider another matter, duplication. If the Program Committee is going to take the lead on LCR matters, would this not already include those individuals interested in the effort. Is there another reason to create the advisory committee? He stated that the facilities in La Honda will be focused upon by the Commission. He said that to date, those facilities had been pretty much put on the back burner by other issues as priorities. His own feeling is that the potential for those facilities is untapped. He said that as a Commission, they have directed the Dept to focus on priorities and issues. The sites in La Honda were not at the top of the list. He said he didn't want to overburden the staff. He would like to give the staff and the Commissioners interested in this advisory committee, the opportunity to review how this will not be duplicative.
Comm. Arámburo was surprised to hear Comm. Hale say that LCR was not a Commission priority. She has always felt it was. She said that the Commission needs to bring back the confidence of the courts in LCR. Having the committee will be a good public relations tool. It can also help dispell what people think of LCR. Such a committee would show Judge Feinstein that the Commission welcomes her comments and wants the participation of stakeholders. She offered to draft up whatever protocols and get them approved by the Chief and Johnny Miller. This committee is not meant to burden the Dept. It is to assist the Dept in re building the confidence of the courts.
Comm. Grossman said that the Commission needn't worry about duplicative efforts, that it will sort itself out. She repeated that this is a positive thing.
Comm. Chuck suggested that Comm. Arámburo and the Chief sit down to draft guidelines of tasks and functions, and then take it to the next step, whether it is to Committee or the full Commission. Can this wait til the next meeting for approval.
Comm. Arámburo asked John Kennedy, deputy city attorney, if they could assist in doing this. Kennedy said that they would be happy to work with the Commission in drafting protocols and procedures for the committee. The Mission Statement for the committee would be the responsibility of the Commission (a policy matter). There are other restrictions (eg. Sunshine Ordinance).
Comm. Dupré asked for a definition of community for the membership on the committee (enumerate specific individuals, bodies). Comm Richard said it seems to be "recreating the wheel." He felt there are adequate points of reference from which they can take opinions and input.
Comm. Arámburo said that having a large committee is problematic when trying to hold meetings, and thought that possibly having targeted aspects of the LCR operations be discussed individually, where those parties interested in just that particular aspect would participate (eg. parents concerns, CBOs providing services, CBOs wanting to provide services, working with unions to get entry level jobs to youth).
Chief Williams asked the Commission to consider having 70% of all the committee meetings be held at LCR. Comm. Hale asked what the Commission wanted to do on this item; a vote or refer back to committee. Comm. Grossman said that the concept could be voted on and the details referred back to committee for fleshing out.
Comm. Hale wanted to clear up his previous statement, that LCR has not been a priority. It has been, but others were addressed first. Comm. Arámburo said that it has been long known that the courts were unhappy with LCR, but for whatever reasons, the Commission hasn't been as

responsive as it should be. This proposal for an advisory committee, with a friendly amendment that guidelines be drafted by the Chief, City Attorney's office and the Commissioner herself was fine.
But this type of discussion did not occur over detention reform. A Task Force is established. She doesn't recall ever seeing a protocol for how that task force will work. So, why is there a different standard there. She reviewed that many judges before Feinstein were unhappy with LCR, and expressed irritation that this proposal is being tossed back and forth. She commented that they could just say that an advisory committee is a important, friendly overture to the courts about what the Commission can do about LCR. She said that the suggestion of having 70% of all meetings at LCR is not a friendly proposal, and indicates an adversarial attitude toward stakeholders.
She further said, even though this is not the process followed for other committees, task forces, if this is what is wanted, then she would take it back to committee, but the Commission could well take action to say this is an appropriate advisory committee, with protocols and membership to be worked out, and that the Commission supports Judge Feinstein's recommendation for an advisory committee to the Program Committee, for LCR.
Comm. Ricci suggested voting to create the committee, and define/clarify its function afterward.
Comm. Grossman said that this could be done, similar to how contracts are done, with conditions attached to it.
Chief Williams said for the record, he welcomes it. He supports it with the kinds of provisions mentioned. Also, regarding his suggestion for 70% of meetings be held at LCR, it was not an adversarial suggestion. It would be good for the staff and youth see people there on a regular basis. It also makes a statement to staff that it is important to take the time to be there.
Comm. Dupré moved to create an advisory committee to work on LCR with the Program Committee, contingent upon the Program Committee, the Chief, Johnny Miller and the City Attorney's office establishing protocols, expectations, and timelines.
Alfredo Bojorquez said that the potential for LCR is great, but it needs to be focused. There needs to be a good aftercare program that immediately links kids coming out with CBOs. His experience with the LCR Steering Committee last year showed him how valuable such a committee would be to getting things going at LCR.
The question was called and upon voice vote, passed 7-0.

6. ***(ACTION) Consideration of Program Committee's recommendation regarding continuation of Population Management Contract with Bayview Hunter's Point Foundation, in the amount of $140,000.***

Comm. Hale turned over the Chair to Vice President Dupre, and acknowledged a conflict of interest on this item.
Comm. Arámburo gave a short summary of the discussion that occurred in the Program Committee, on this item. She said that a positive thing about this program is the cost relative to placement, per person, which was about $10-12K vs. about $35K. There are 7 girls, 6 boys in it now. Capacity is 15. PO Kwanza Morton was credited with developing a lot of the practices around the proposal, which was put together by Barbara Johnson and B. Wertz.
Comm Richard asked what services are given to them after electronic monitoring is done. Wertz said that whatever case plan is set up for them is continued after they're taken off monitoring. He mentioned one youth who was being recommended to CYA, but given the chance on this program, and successfully completed it, thus negating the need for commitment to CYA. Comm. Arámburo said that there was a policy issue regarding electronic monitoring which the Commission never addressed, so this is an experimental program that seems to be accepted by the

youth, families, and courts, so maybe the Commission doesn't need to have the discussion. It also appears to be a tool utilized by the Casey Initiative. The one concern Comm. Arámburo did have was answered by the Chief, that the contract is not a sole source contract. It was a modification of a contract, then an extension of that modification. This contract will be the first full year contract. Comm. Arámburo said her concern was that the original contract that was extended was actually a very different program, the Intensive Home Based Supervision. She asked if this was correct. The Chief said he wasn't sure but thought that it was correct. Comm. Arámburo said that this program is a post adjudicated electronic monitoring, detention diversion program. She asked the City Attorney if this impacts any requirements requiring sole sourcing. Is that a different contract or can there just be an extension of a modification.

John Kennedy said that he would have to see the original RFP in order to answer the question. There was no RFP for an electronic monitoring program. The Chief said that this contract is for services that are similar to the IHBS program, for which the original contract was written. The difference to this one is that it is augmented with electronic monitoring, and that is not a part of this contract but paid for from another source. Wertz affirmed this. The electronic monitoring portion has been work ordered from the Sheriff's Dept. Comm. Arámburo said she understood the IHBS program to be different, not working with youths awaiting placement.

The Chief said that perhaps the Commission or its committees would like to have a discussion about the City's contracting process and what mandates every department has to meet for their contracts, so that the Commission is comfortable with what this Dept does in its contracting.

Comm. Arámburo proposed that as a policy matter, the Dept use the RFP process, as favored by the Brown Act and Sunshine Ordinance.

The Chief stated that the vast majority of contracts from the Dept goes through an RFP process. Those that don't meet every city requirement and mandate that proscribes negotiating appropriate contracts. He said that these contracts aren't just done in isolation by slight of hand, they meet many tests to get them done.

Comm. Dupré asked for a motion. Comm. Chuck asked what was the recommendation from committee. Comm. Arámburo said that absent an opinion from the City Attorney on the appropriateness of it, the Program Committee recommended it. John Kennedy reiterated that he'd have to look at the RFP to give an answer.

Comm. Chuck said that given the positive recommendation from Program, and pending no irregularities in the contracting process, he moved to approve the recommendation. It was seconded. **Upon roll call vote, the action passed, 6-0-1 with Comm. Hale abstaining.**

(public comments)

There was none.

7. ***(DISCUSSION) Committee Chair Reports***

Comm. Hale explained that he included this in the agenda so that Chairs have the opportunity to report items that their respective committees were dealing with. Also, if Chairs had items they wanted to put on Commission agendas, they should inform the Secretary.

- ***Program Committee***

  Comm. Arámburo said that the discussion yesterday was very positive. They reached some resolution about how we look at different available outcome measure programs, and the Dept may be doing an RFP in the future, to bring into the fold any impact the detention reform initiative might have on the choice of a database management system. A subcommittee of the JDAI stakeholders group will look into the available data systems being used, and report back to the Commission. (committee minutes available on the website).

- *Finance Committee*
  Comm. Ricci reported that the Committee has had to postpone its meeting. She will be attending a workshop on contracting in the city, held by DHR.
- *Facilities Committee*
  Comm. Chuck summarized a little of the discussion from its Oct. 3, 2001 meeting. (minutes are posted on the Commission's webpage).

(public comments)
None

8. *(DISCUSSION) Announcements, requests for future agenda items.*
Comm Richard reported that the SF Brown Bombers pop warner football team has been revived after a 3 yr absence. They have 4 teams in the play-offs this year. He credited this to the hard work of their Athletic Director, Damone Hale.
Comm. Dupré requested that Comm. Chuck give some closing remarks, and to close this meeting in memory of the Chief's son.
There was an announcement about the LCR Family Day event, this Saturday.
The Children's Caucus is also this Saturday.
Comm. Hale reported that the JJC Court/Wardship Committee will be reviewing the placement policy for the Dept and if appropriate making recommendations.
He also reported that Dr. Gary Zomalt, exec director of Family Mosaic, is leaving to become associated with Fresno's city government.
He, Rosa Sanchez, and Chad Jacobs (both deputy City Attornies) discussed the issue of conflict of interest situations such as tonight. If there are any questions, they can be addressed to John Kennedy.
Comm. Hale said that he made the following comments with the best of motives. Judge Feinstein is a vey committed judge. He has appeared before her as a youth advocate. He has found her to be sincerely concerned about what happens to young people. When she spoke at the last Commission meeting, he too was moved, and it only helps and benefits the Dept when the Commission is responsive to the stakeholders. At the same time, he is mindful that she is young in her position as a judge. She has a long history of involvement with juvenile justice in San Francisco. But this staff needs to understand that this Commission recognizes that there have been few issues raised by the public, or stakeholders that this staff has not identified or attempted to address or in many cases have addressed effectively. He would gladly sit with any Commissioners and talk about the La Honda site, because it has a great potential. As criticism comes, the Commission needs to be mindful that there is a professional staff that has done an extremely important and effective job. That is not lost on this Commission, and everything this Commission offers is done with the intent of moving us (the Dept) forward.
This is important to say because the Judge, because of who she is and the role she plays, needs to be put into the context that it is not a criticism or a knock on the Dept. It is, in his understanding, andhis work with Judge Feinstein, meant to assist the Commission in doing what they do, better.
Comm Richard added to his previous comment about the Brown Bombers, that one of those teams in the play-offs is his.
Comm. Arámburo asked for clarification regarding confidentiality of juvenile records and the Commission's mandate. Is it his role to represent the Commission before Judge Hitchen's to expand the standing order. It is inconsistent that other groups including PrIDE (AJI) can have access to juvenile files when the Commission is excluded.

J. Kennedy (deputy City Attorney) stated that the memo referencing confidentiality was a privileged and confidential correspondence to the members of the Commission. In order to discuss that memo, the Commission would have to waive the confidentiality before he could talk about it publicly. Comm. Arámburo said that it important for the Commission to discuss this, as there are times when the Commission sees confidential reports and documents, and she is not aware if a court order is attached to those. But access to them is critical to the Commission's work. She asked whether it can be agendized as a discussion item, or whether she could request an opinion from Kennedy's office as to who does represent the Commission and can petition for an expansion of the standing order. Kennedy said that he could discuss the petition process (without specificity to the memo), but he believes the City Attorney's office could prepare the petition, and go before the Court to gain access to case files. Typically when a petition is heard, the judge reviews the case files and can redact any confidential info that should not be disclosed, and then release the files to the petitioner. W&I code deals with case files (specific types of files), other types that fall outside of [827] may be accessible.

Comm. Hale asked if this could be a closed session discussion. Kennedy felt it couldn't be.

The President asked that it be agendized at the next Commission meeting, as confidentiality requirements regarding juvenile records, for the Commission.

Comm. Grossman, responding to the President's comments about Judge Feinstein, felt that her (Feinstein) age or length of service is not germane to her criticism, and it was criticism. The Commissioner believes it was constructive criticism and was taken as such by the Chief. Feinstein had requested things in writing in February and she didn't get a response. But she didn't criticise just to criticise. She offered constructive observations that were in fact critical. This Commissioner took it positively. She said that both the Chief and Mr. Miller have demonstrated that they like the outreach, and the court is an important constituent of the Dept. This Commissioner supports the Dept, and the judge does too.

Comm. Arámburo agreed. It was very positive for the judge to come to the meeting, and she thinks the Chief took those comments in that light, as did Mr. Miller. She said that Mr. Miller's work is greatly valued at the ranch, especially by the youth. There are a lot of good things, but she wanted to get the Commission's attention to things needing improvement.

Comm. Hale stated that his comments were not about her age, but her tenure. And wisdom on the bench is absolutely relevant. Her motives or her comments were not what he was addressing. He was acknowledging that the staff has in many instances identified and addressed the issues she raised. Judge Feinstein is a stakeholder. Neither she nor any court is the end all or be all. In his perspective, the top stakeholder is the community. Quite honestly, "we're" in this state as a system because the courts, the public defenders, the DA, social welfare depts, have dropped the ball in this county, in counties across this country. So for anyone to come in here and all of a sudden make glowing state[ments], --I don't care how correct the criticisms are—the fact is that we have dropped the ball, and I want to acknowledge our staff for the work that they've done, not to disparage Judge Feinstein.

9. ***(ACTION) Adjournment***

There being no further business, Comm. Chuck, on behalf of the Commission, offered some words of comfort and condolence for the Chief's loss, and the meeting was adjourned in memory of Chief Williams's son, Jesse E. Williams III, at 8:10 pm.

Minutes approved November 28, 2001

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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NOTICE OF MONTHLY MEETING
To be held at Potrero Hill Neighborhood House
953 DeHaro St @ corner of Southern Heights
San Francisco, CA 94107

5:30 pm Wednesday, November 28, 2001

AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of August 23, and October 24, 2001 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for Oct.'01*
   a. *STATUS REPORT ON JUVENILE HALL REPLACEMENT PROJECT*
   b. *HIGHLIGHTS FROM LAST COMMISSION MEETING TO PRESENT*
      JDAI Community Briefing 10/30/01
      Employee Years of Service Recognition 11/01/01
      JDAI Briefing with Probation Officers 11/14/01
      Rules Committee Hearing 11/15/01
   c. *TRENDS/EMERGING ISSUES/UPCOMING EVENTS*
      Donald Sanders Acting Director, Log Cabin Ranch
      Projected Timeline for filling Log Cabin Ranch Director position
      New Initiatives
   d. *SPECIAL PRESENTATION*
      Expression of Appreciation & Farewell to Johnny Miller, Director, Log Cabin Ranch
   (public comments)
4. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
5. *(DISCUSSION) Report from National Council on Crime and Delinquency on the Dept's Strategic Plan. (Aramburo) **explanatory document: dreft report from NCCD.*
   (public comments)
6. *(DISCUSSION) Report from City Attorney's office on sole sourcing issues of contracts. (Aramburo)*
   (public comments)
7. *(DISCUSSION) Confidentiality issues for the Commission, regarding access to juvenile records. (Aramburo)*
   (public comments)
8. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee*
   - *Finance Committee*
   - *Facilities Committee*

   (public comments)
9. *(DISCUSSION) Announcements, requests for future agenda items.*
10. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Nov 26. Please call the office to make arrangements.)

Nov 21, 2001

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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MINUTES OF NOVEMBER 28, 2001 MONTHLY MEETING
held at Potrero Hill Neighborhood House 953 DeHaro St
@ corner of Southern Heights San Francisco, CA 94107

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. *(ACTION) Roll Call*
   The meeting was called to order by Vice President Tim Dupre at 5:44 pm. Comms. Richard, Ricci, Grossman were present at the gavel. Comms. Chuck and Aramburo arrived at 5:53 pm. Comm. Hale at 6:08 pm.
2. *(ACTION) Review and approval of August 21, and October 24, 2001 meeting minutes*
   It was noted that the agenda misstated the date for the Aug. meeting, being the 21st and not 23rd.
   Comm. Grossman corrected her statement regarding Judge Feinstein. The word "not" was omitted in the minutes.
   Comm. Chuck corrected that he did not offer a prayer at the end of the October 24 meeting but instead, condolences on behalf of the Commission in memory of the Chief's son.
   With these corrections the minutes of Oct. 24 were approved.
   Regarding the August 21 minutes, Comm. Arámburo asked if Comm. Hale had had a chance to review the meeting tapes, as he requested. The Secretary replied yes, but that he did not have any amendments to offer.
   The minutes of the August 21 meeting were approved as written.
   (public comments)
   There were none.
3. *(DISCUSSION) Chief Probation Officer's Report:* ***explanatory document: monthly report for Oct.'01*
   a. *STATUS REPORT ON JUVENILE HALL REPLACEMENT PROJECT*
      Chris Bigelow reviewed the progress since last meeting. He showed 2-D illustrations of the elevations of the new design, as well as a 3-D model of the projected building (available for viewing, check with the Chief's office). Expected date of completion remains the same. Total project cost is estimated at $43 million. The revised plans have already been approved by the City's regulatory agencies. The courtrooms are being relocated in two phases, first Dept 29B and then Dept 30.
      Comm. Arámburo raised a question regarding the flexibility of the space usage, given the recent lowered population numbers and the Casey initiative, which hopes to keep those numbers down. It would seem a 150 bed facility is too large. What plans are being prepared to implement alternative uses? Ans: The State grant amount is tied to the number of beds. If you have less beds, you get a smaller grant. Once it is built, there could be a re evaluation of how to use the housing units (being mindful that they are housing units). There is no requirement that you fill all the beds. If it is 're modeled' for other uses, it may still comply with Bd of Corrections restrictions.
      Comm. Arámburo applauded the usage of the Home Detention and Placement Alternatives programs in helping to keep the hall numbers down. She also asked Bigelow if the various project illustrations were available on CDRom, or other media so the public could get a better idea of it. This will be looked into.
   b. *HIGHLIGHTS FROM LAST COMMISSION MEETING TO PRESENT*
      JDAI Community Briefing 10/30/01
      The Chief reported at on Oct 30, the Dept held a JDAI briefing in the BVHP community.
      Employee Years of Service Recognition 11/01/01
      On Nov. 1 the Dept held an employee recognition event in the gym.
      JDAI Briefing with Probation Officers 11/14/01
      Nov 14 they did a briefing on the JDAI with POs in the dep
      Rules Committee Hearing 11/15/01
      Nov 15, the Dept talked before the Bd of Supes Rules Committee, regarding the CARC.
   c. *TRENDS/EMERGING ISSUES/UPCOMING EVENTS*

Donald Sanders Acting Director, Log Cabin Ranch
Projected Timeline for filling Log Cabin Ranch Director position
The Chief introduced Donald Sanders as the acting Director for LCR, once Johnny Miller departs (end of this week). The Chief said that they hope to hire the new Director by March 2002. Announcements for the Assistant Directors and Directors of both Juvenile Hall and LCR are being circulated.
New Initiatives

d. *SPECIAL PRESENTATION*
Expression of Appreciation & Farewell to Johnny Miller, Director, Log Cabin Ranch
Finally, the Chief gave some laudatory comments for Johnny Miller, and presented him with a standing plaque.
Johnny Miller thanked the Dept, his fellow staff members, and wished everyone well and good luck.
Comm. Hale thanked Johnny for his integrity and honesty and his caring for the kids he has served for so long. On behalf of the Commission, he thanked him.
Comm. Arámburo echoed Comm. Hale's comments and added that the most impressive thing she will remember is how every youth at LCR looked up to Johnny as a role model.
Comm Richard added his thanks to the others', as did Comm. Dupré.

(public comments)
There was none.

4. ***Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
Margaret Brodkin spoke positively about the Dept's attempt to keep the juvenile hall numbers down. She hopes there can be a continuing exploration regarding the use possibilities of the new hall, so that it can more appropriately serve the youths' needs.

5. ***(DISCUSSION) Report from National Council on Crime and Delinquency on the Dept's Strategic Plan.***
*****explanatory document: draft report from NCCD.***
The Chief said that at the last Commission meeting, he agreed to deliver an update of the NCCD report, and a statment of the status of the recommendations. Additionally, there was an item that came to the Commissioners via email. He said that they will be talking about this document at a general Dept staff meeting on Dec. 12.
He said that if any members of the public were interested in the full report, they should call his office.
Comm. Hale asked whether this should be taken up in the personnel committee.
Comm. Arámburo wanted this to be a full discussion with both the Dept and the public, since this was supposed to be the document which addressed how the Dept would be moving forward in the future. She would like to sit in at the staff meeting.
The Chief said that he made a commitment that this report wouldn't just become something that sat on a shelf and collected dust. And people have been asking since Jan. if it is just sitting and collecting dust. He answered, no.
Comm. Grossman suggested the report be dealt with in portions at a time.
Comm. Hale thought that if it is spread over a once a month commission meeting, then it might be too long.
Comm. Grossman didn't think it would. Comm. Arámburo also thought that this would be a good idea.
The Chief suggested doing it on a quarterly basis.
Comm. Hale asked which portions of the NCCD report will be first taken up. Comm. Arámburo suggested the Chief to prepare a presentation (to be communicated to the Commission). This discussion will be calendared for the February 2002 Commission meeting.
(public comments)
Comm. Ricci asked the Chief to give timely notices of events and other activities so that she can try to accommodate them in her schedule. In the past, she has found this to be more last minute.
The Chief said that they would try to pay more attention to that.
He briefly mentioned various events that will happen within the Dept this holiday season. 12/14: memorial service/celebration and healing. 12/16: installation of Rev. Dunbar 12/18: unit decorations, 12/19: open house 12/7: Janet Medina's retirement dinner.

6. *(DISCUSSION) Report from City Attorney's office on sole sourcing issues of contracts.*
Dep. City Attorney Rosa Sanchez gave the task to Liz Jackson-Simpson to present what she had learned at a training on contracts, given by the Dept of Human Resources. (full presentation available from Community Projects division).
Comm. Ricci asked her to clarify the aspect of contract modifications, what approvals are necessary. (L. Jackson-Simpson spoke off mike and was not clearly picked up).
Comm Richard asked if there were evaluation processes in place for looking at the organizations' work, and who sets up the criteria. Answer: absolutely, and the Community Programs division sets criteria.
(public comments)
There was none.
7. *(DISCUSSION) Confidentiality issues for the Commission, regarding access to juvenile records.*
Comm. Arámburo said that she was dismayed to find that the access allowed for others under W&I code § 827, was not afforded the JPC, a body similarly concerned for and entrusted with the rehabilitation of youth, and that maybe they need to seek a legislative amendment to include this body. Sanchez said that the Commission could seek the support of our local legislators to draft language to do this. The other route would be to try and get a standing order from Judge Hitchens for limited access.
Comm. Arámburo said she understands that standing orders are given to give narrow access, but the JPC wouldn't want to be going to the judge every other month for such an order.
Comm. Dupré suggested Comm. Arámburo and the Chief initiate the inquiry through Sen Burton's legislative aide, to see what would be the best avenue to pursue this.
Comm. Hale suggested first contact the Mayor's office to see how they felt about this.
(public comments)
Margaret Brodkin agreed with the Commission, and suggested checking with the City Lobbyist for guidance in such matters.
8. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee*
   - *Finance Committee*
   - *Facilities Committee*

Comm. Hale explained that this was placed on the agenda to give Chairs the opportunity to report to the full Commission on the status of various issues being handled in committee, however, he was instructed by the City Attorney's office to include a fuller explanation in the agenda, of the subject matter of each report. He therefore deferred the reports for this meeting to the next meeting.
Comm. Arámburo asked if such subject matter could basically refer to the committee's minutes, as the explanation. Sanchez said she'd check this out.
(public comments)
There was none.
9. *(DISCUSSION) Announcements, requests for future agenda items.*
Comm. Hale asked if the Commission felt the need for a Dec. commission meeting. Comm. Arámburo said she'd prefer to participate in the Dept's activities in Dec. as a means to keep in touch. The Chief said there was no pressing matter, except for Finance, which they said could be dealt with in Jan. Comm. Hale announced that there would be no Dec. meeting.
Comm. Hale announced that the SF Brown Bombers have two teams going to Florida for the national play-offs. There will be about 50 people, with one team of girls going. He and Comm Richard will be accompanying them.
Comm Richard asked about the holiday schedule for LCR. Johnny went over briefly the plans.
10. *(ACTION) Adjournment*
There being no further business, the meeting was adjourned at 7:44 pm.

Minutes approved Jan. 16, 2002

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JUVENILE PROBATION COMMISSION

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JAN 14 2002

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NOTICE OF REGULAR MEETING
To be held at City Hall rm 406
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102

5:30 pm Wednesday, January 16, 2002

AGENDA

01-14-02A09:49 RCVD

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of Nov. 28, 2001 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for Nov/Dec. 01*
   a. *Status report on Juvenile Hall replacement project*
   b *Highlights from last Commission meeting to present*
      - *Holiday Celebration Raffle: $774.75 for Holiday dinner for 25 families and $543.25 to the Volunteer Auxiliary*
   c. *Trends/emerging issues, upcoming events*
      - *FY 02-03 Budget Process*
      - *JH Director 12 applicants (including L.A., Chicago, Puerto Rico, New Mexico, Michigan) projected selection by March, 2002*

      (public comments)
4. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
5. *(ACTION) Review and possible action on Facilities Committee recommendation on Capital Improvement Budget for FY 2002-03. **explanatory document: FY 2002-03 Capital Improvement Budget*
   (public comments)
6. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee: report on the discussion of Dec. 13, in setting up the LCR Advisory Committee.*
   - *Finance Committee: report on the discussions held in committee on Jan. 14*
   - *Facilities Committee: report on discussions held in committee on Jan. 2*
   - *Personnel Committee: report on discussion held in committee on Dec. 27.*

   (public comments)
7. *(DISCUSSION) Announcements, requests for future agenda items.*
8. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Jan. 14. Please call the office to make arrangements.)

Jan. 11, 2002

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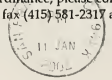

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MINUTES OF JANUARY 16, 2002 REGULAR MEETING
held at City Hall rm 406 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. ***(ACTION) Roll Call***
   The meeting was called to order by the President at 6:00 pm. Comms. Arámburo, Ricci, Grossman were present at the gavel. Comm. Richard arrived at 6:10 pm Comm. Dupre arrived at 6:25 pm.
2. ***(ACTION) Review and approval of Nov. 28, 2001 meeting minutes***
   With grammatical corrections offered by Comm. Grossman, the minutes were approved.
   (public comments) None.
3. ***(DISCUSSION) Chief Probation Officer's Report***
   a. *Status report on Juvenile Hall replacement project*
      Chris Bigelow reported that there were no major developments since the last report. They are still evaluating the project design for cost savings, and are still expecting to bid out the job in May and complete it by Nov. 2004. Upon further clarification he said that the structure portion of the project would be opened by Mar 2004, but that the outside landscaping and grounds would take til Nov.
   b *Highlights from last Commission meeting to present*
      - *Holiday Celebration Raffle: $774.75 for Holiday dinner for 25 families and $543.25 to the Volunteer Auxiliary*

   c. *Trends/emerging issues, upcoming events*
      - *FY 02-03 Budget Process*
        The CPO reported that a report was made to the Finance Committee, and today there was a full day retreat for Div. Managers to come up with a reduction plan for the next fiscal year. Next week they will meet again to review what was done today, to make final decisions. After that meeting, a report can be gotten to the Finance Comm, which will summarize those conclusions, with the understanding that it will also be a fluid document that may undergo further revisions.
      - *JH Director 12 applicants (including L.A., Chicago, Puerto Rico, New Mexico, Michigan) projected selection by March, 2002*
        Comm. Grossman asked about the LCR Director search. The CPO said that an announcement was finally issued today and they hope to make a selection by April, '02. Comm. Hale asked if any substantive changes in the TANF and/or AB 1913 spending plans required Bd of Supes approval. The CPO said that under the Mayor's instructions the Dept can claim additional revenue sources (like AB 1913), but the Dept hasn't talked about doing this as AB 1913 is expected to be reduced by some $200K next year. For changes in AB 1913 spending plans, it would require Bd of Supes sign off. For TANF, they are looking at offsetting some general fund expenses with that.

   (public comments) None.
4. ***Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
   None.
5. *(ACTION) Review and possible action on Facilities Committee recommendation on Capital Improvement Budget for FY 2002-03.*

Ed. Lopatin introduced Norm Cole who reviewed briefly the budget document (fuller description of this can be found in the Facilities Comm. meeting mins).
Comm. Hale reported that there was a full discussion on this in Committee, and that the Dept's documentation of its unmet needs was a continuingly important thing to do.
Upon motion, and seconded, the question was called. By voice vote, the motion carried unanimously.
(public comments) None.

6. ***(DISCUSSION) Committee Chair Reports***
   - ***Program Committee: report on the discussion of Dec. 13, in setting up the LCR Advisory Committee***
     Comm. Arámburo said she understood that members of the Program Comm. had received copies of the draft protocols. The CPO said that the draft was only sent to some members of the Advisory Committee for review. After he has received feedback from them, a draft will be sent to the Program Comm. before its next meeting.
     Comm Richard asked what the Advisory Comm was set up to do. Comm. Arámburo said that it was to assist the Program Comm. and the Chief in gathering information on current services being provided at the Ranch. And to also give information and suggestions to the Program Comm as to how to improve services and programs. It is there to facilitate gathering of information, and making recommendations.
     Comm Richard asked if some of the staff of the Dept were members. Answer: Gary Harding PO, volunteered. The CPO said that at this point he is the only one participating, but the draft protocols is suggesting adding Donald Sanders, and an alternate to G. Harding.
     Comm Richard suggested having parents of some of the residents on the Committee.
     Comm. Arámburo said that certainly this is possible, if they want to volunteer. This is meant to be an open, friendly dialog on improving LCR.
     Comm. Dupré commented that it is urgent to get the Program Comm schedule together so this can get underway. He said that the onus is on the Program Comm. to establish the guidelines for this Advisory Committee. He suggested having the meeting at LCR. He stated that from his visit to LCR this afternoon, he has some serious concerns about what's going on.
     The CPO asked that that meeting be coordinated with his office. Comm. Hale noted that next week, some of the Dept staff will be out of town at a conference, so the meeting would probably have to take place the week thereafter.
   - ***Finance Committee: report on the discussions held in committee on Jan. 14***
     Comm. Ricci reviewed that E. Lopatin gave the report that detailed what was happening in regards new budget issues and processes. (meeting mins available)
     Comm. Hale noted that this was the first year the Finance Comm. reviewed the Capital Improvement budget. He asked the Commission whether they wanted to review and establish the processes it wants to follow in budgetary matters from now on.
   - ***Facilities Committee: report on discussions held in committee on Jan. 2***
     In the absence of the Chair, this was tabled.
   - ***Personnel Committee: report on discussion held in committee on Dec. 27.***
     The President reported that at that meeting, the Commission approved the appointment of Don Chan to the Executive Secretary position, in class 1544. In reference to the Chief's objectives for this year, the Committee established and approved them.

   (public comments)
   None.
7. ***(DISCUSSION) Announcements, requests for future agenda items.***

Comm. Hale said that the SF Brown Bombers are having their awards luncheon at West Bay Conference Center, next Sat. the 26th.
Comm. Arámburo wanted a report from the Dept after the Casey Foundation conference, to see what might be happening on a national level in addressing mental health issues, and substance abuse for youth in the system, and what works. As well as girls' services.
The CPO repeated the request: at the Feb. meeting, the Dept will report on the overall conference, and specifically workshops on mental health, substance abuse, and girls (if offered). Should someone from the Foundation make that report? Comm. Arámburo left it up to the CPO; either someone from the Dept, or the Foundation. She also encouraged the CPO to be alert to any software they may be able to spy there (for tracking and outcome measures).
Comm. Dupré requested that Jim Fithian attend the Program Comm. meeting so they could discuss concerns he has with the school and staff.
Comm. Hale revisited the charges and violations of detainees in JH, as compiled in the monthly reports. He wanted to know what the history of these detainees were, and asked to have a more detailed exposition of why certain detainees are kept.
Comm. Arámburo commented that there might still be opportunities to further utilize the 3 new detention alternative services to assist these detainees having difficulty with probation.
The CPO reiterated the further requests: a report on the utilization of the new AB 1913 home supervision programs, and a presentation that gives individual data and rationale on select offense categories for which youth are detained in JH. He said that if Comm. Hale would give him a list of categories that he was interested in, they could research them and explain why they were detained. They could do a representative sampling. For the AB 1913 programs, they could have Liz Jackson-Simpson do that. On select cases, Bob Wertz will do that. On Casey conference, either the CPO or another team member will.
Comm. Arámburo said that her interest is in seeing if the detention alternative programs can assist with those youth who are on misdemeanor, and probation violations.
Comm. Hale referred to pg. 30 of the monthly report, showing non violent misdemeanors.
Gary Bierenger, CARC, said that the issue of warrants is something he will be bringing up to the next JDAI. This interferes with youth who would otherwise go to CARC.
He mentioned that there was a confusion regarding robbery charges due to a misunderstanding that this was a Prop 21 detainable offense.
Comm Richard commented that the the memo might have been one result of the "cease fire" in the community, which put those on notice that the City was going to respond very severely in such cases of violation.
Comm. Ricci asked the Dept for any stats regarding detainees or their families who may have physical impairments like hearing or sight. She asked if the Dept had a policy and procedures in place for working with this population. Comm. Arámburo also asked for a little report on how the Dept handles youth with special disabilities.
Comm. Arámburo referred to an article regarding LA's efforts to deal with youth with mental health issues, through a special court. She wanted to know what Casey might know about this issue, in best practices. Santa Cruz uses their mental health unit in their juvenile hall. Maybe those experiences can help us develop a strategy.
The CPO said that he recalled a discussion that Judge Hitchens was considering setting up a "mental health" court.
Bob Wertz said that it is still on her plate. Comm. Arámburo commented that the courts are setting up improved processes and she is encouraged by that.
NTanya Lee, Coleman Advocates, said that the JDAI subcommittee meeting she attended yesterday was a wonderful meeting, very productive, and positive.

She urged the Commission to protect the community based services. She also repeated her deep concern for the size of the new facility.

Comm. Hale commented that he overheard some probation staff complain about the courts beginning to issue fines for delinquent court reports. This brought up the issue of lack of clerical support for this activity. The CPO recounted that they have tried several ways of resolving this.. First he said that there are POs who are habitually late with their reports. He also said that they now have one more steno than when he first came to the Dept. The have a work arrangement where adult probation can offer their steno support for reports this Dept needs to complete. The Dept is also exploring "alternative" work schedules for POs, to give them more time to finish reports. It is a continuing issue which is being continuingly being addressed.

Comm. Hale raised the example of the Public Defender who withheld services to a certain court because they weren't given the resources to do their work, and this led to a resolution.

Comm. Arámburo brought up the fact that there are software programs out there that can generate a pre-disposition report within 3 days of the detention. Santa Cruz has this. Santa Clara has a report ready at arraignment. SF is more lengthy and time consuming. Maybe that process can be looked at. But at the same time, the software may help free up the POs.

Comm Richard commented that some counselors in JH have expressed concerns about having enough resources to do their jobs. He asked to have this issue reported back at the next meeting.

8. ***(ACTION) Adjournment***

There being no further business, the meeting was adjourned at 7:15 pm.

Minutes approved Feb. 27, 2002

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02-15-02A11:30 RCVD

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FEB 15 2002

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NOTICE OF SPECIAL MEETING
To be held at City Hall rm 406
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102

5:30 pm Tuesday, February 19, 2002

AGENDA

1. *(ACTION) Roll Call*
2. ***Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
3. *(ACTION) Review and possible action on Finance Committee recommendation on Dept. Operating Budget for FY 2002-03. **explanatory document: FY 2002-03 Budget*
   (public comments)
4. ***(DISCUSSION) Announcements, requests for future agenda items.***
5. ***(ACTION) Adjournment***

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Feb. 15 Please call the office to make arrangements.)

Feb. 12, 2002

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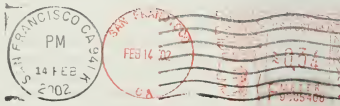

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MINUTES OF FEBRUARY 19, 2002 SPECIAL MEETING
held at City Hall rm 406 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. ***(ACTION) Roll Call***
   The meeting was called to order at 5:41 pm. Comms. Ricci, Grossman, Aramburo, Chuck were present at the gavel. Comms. Richard and Dupre arrived at 6:12 and 6:02 pm, respectively.
2. ***Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
   There was none.
3. *(ACTION) Review and possible action on Finance Committee recommendation on Dept. Operating Budget for FY 2002-03*
   Comm. Ricci reported that the Finance Committee had just held its meeting earlier in the day to review the Dept's operating budget for FY 2002-03, and after a close look at the documents and full discussion on it, is recommending the full Commission approve it.
   Comm. Grossman commended Ed Lopatin andhis staff for doing a very good job in producing the documents being discussed here and heartily approved of how they constructed the priority list of potential cuts. Comm. Ricci added her agreement.
   Comm. Hale noted the communication from the Youth Commission, which stated their concern for the shortness of time available for public input.
   Comm. Grossman reviewed that representatives from the Youth Commission were at the Finance Committee meeting and had a very open and mutual discussion about the budget.
   E. Lopatin reviewed the documents for the entire commission, as he had done for the finance committee. (see Finance Comm. mtg minutes for Feb. 19)
   Main points were that the budget reflects a $1.2 mil reduction required by the Mayor. And a contingency budget consisting of an additional 10% reduction which may or may not be instituted in part or full (depending on the City's overall revenue picture). The budget reflects no staff cuts nor cuts in community based programs. There is also a lower cost in energy use.
   Lopatin spoke a little about the schedule for the budget this year, from submission to the Mayor's office to community hearings sponsored by the Mayor, the Bd of Supervisors, etc. until the Mayor finally submits the budget to the Bd in June. He made the point that it will be through these hearings that the community will have the opportunity to make their concerns heard.
   Comm. Chuck asked what the status of the TANF funds is. Lopatin said that as far as he knows the allocation will remain intact. He said they believe the allocation will remain the same. Comm. Arámburo referred to the previous version of documents that she received. She referred to the re-direction of TANF ranch funds to supporting the Ombudsman, and asked which vocational programs are ending. Lopatin said it was the photo journalism program that never got off the ground.
   Comm. Arámburo asked if there was a cushion in the TANF funds to support the Ombudsman. Answer: yes. How can that position be kept past TANF. Lopatin said that the sunset of TANF in Oct 2003, and he doesn't know if it will continue or at the same level.
   Comm. Arámburo asked if Mr. Lowder of MCJC can be asked to come and talk to the Commission about TANF and the future of state/federal revenues. Lopatin said yes.
   Comm. Arámburo was concerned for the reduction in maintenance for LCRS (given the already very low budget for doing grounds maintenance). Lopatin said that they think they can do with

less. They will also try to save money on scavenger costs by recycling more. Comm. Arámburo asked if any of the maintenance tasks be done by YCD via giving the youth more hands-on work. The CPO said that he'd rather the staff of YCD do the work and not the residents of LCRS.
Comm. Arámburo asked if YCD's insurance would cover the youth who participate in their program. The CPO said he didn't know.
Comm. Arámburo asked about the ROPP grant which ends 6/30. What does it currently cover. Answer: the contract with PAW at Robeson/Rivera. ($483K). The CPO said that at one point there were 3 funding sources for Robeson/Rivera; TANF, general funds and Bd of Corrections, but he couldn't say which items this one source supported. Question: is there any funding from SFUSD for Robeson/Rivera? Answer: there is an in-kind teacher assigned there. What about taking Robeson/Rivera to Charter school status? The CPO said there is a possibility but the reality is that these kids are at Robeson/Rivera specifically because they weren't having success in the school district. Comm. Arámburo drew the example of the Life Learning Ctr on TI, which went to Charter School and got picked up by the SFUSD, which is responsible for meeting the educational needs of these children.
As to the reductions for CBO contracts, Comm. Arámburo asked if AB 1913 funds could be used to subsidize the loss in general funds? The CPO said that AB 1913 funds will be reduced by $200K in the upcoming year. Starting next month the Dept will begin public meetings to discuss AB 1913 for 2002-3. He had no confidence that any new initiative could be included in the upcoming budgeting.
Comm. Hale asked what the deadline for expenditure of AB 1913 was. Answer: June 30.
Comm. Arámburo asked what the impact of no hiring of LCRS counselors will be, given the Job Corps program. The CPO said it wouldn't impact LCRS.
Comm. Arámburo asked if the POs at CARC could pick up some of the caseloads of Prevention/Diversion. The CPO said that the CARC POs are not case carrying POs. He said there might be a re alignment of personnel within divisions, there may be increased caseloads, or there may just be service cuts. Comm. Arámburo emphasized the importance of working with the younger youths, and much more closely with CARC in serving them. This seems a logical connection.
Comm. Arámburo asked about the software (Lopatin said that the Dept recently purchased scheduling software for JH --for about $10K) which will help manage work schedules of staff. What will the impact be in conjunction with reduction in clerical staff? Lopatin said that they will try to utilize a clerical pool rather than assigned division clerical support. Question: won't the scheduling software have a function to expedite report writing? Lopatin said they'd be looking at that.
Comm. Arámburo repeated her request to have Mr. Lowder of MCJC come to speak in regards to what might be done in securing future revenues, and that the community children's advocates might need to hear that.
She further referred to 'development collaborations' and as an example asked why LCRS could not be a contract site for youth from other counties (paid to the Dept). She was aware that Santa Cruz does a similar thing.
The CPO said that when they get LCRS back to the place they want it to be, they will have enough youth to occupy it. They do not want to go back to a population of 60, more like 40-50.
Comm. Arámburo wondered whether the demographics supported that (with declining crime, detention). The CPO said there were 28 awaiting placement, in JH. Not every one of them are awaiting placement at LCRS, but a portion of them could potentially be placed there.
Comm. Hale commented that this discussion was a little off from the agenda item. Comm. Arámburo disagreed. Comm. Hale said that now that it has been raised, it can be continued in Finance and Program committees.

Comm. Grossman asked again for the Dept to assure that the Library program was not endangered. The Dept gave that assurance.
Comm. Hale expressed his concern for the reduction of counseling staff at LCRS. He also asked what qualitative impact the level 2 cuts will have on services. Is there going to be the ability to provide transition services to personnel affected in level 2 cuts (if instituted).
Lopatin said that if such cuts were instituted, and other depts do the same, there may well be individuals from elsewhere bumping current staff from this dept. This more likely would happen to administrative positions, clerical, engineer and custodial.
(public comments)
NTanya Lee of Coleman Advocates: commended the Dept for the budget not cutting support to community programs, and taking more cuts from administration. She was concerned over who had final power to determine which programs would be cut if it came to that. Will there be an opportunity for input.
She further said that with the loss of state and federal funds, the programs supported by general funds were precious and she would have been happier not to have seen any programs being offered as options for cuts.
Finally she wanted an explanation of the $175K from TANF that will supplant lost general funds.
Comm. Arámburo also had this question.
Liz Jackson-Simpson explained (as she did in the Finance Committee) where some of the TANF funds were and how they could re-allocate some of it to these other programs.
Nicole Derse, Youth Commission, read the statement from the Youth Justice Committee (document posted as supportive doc on website).
Comm. Grossman explained the different role of counselors and mental health workers in Juvenile Hall, and agreed that mental health services were needed.
Comm. Arámburo asked about public input for level 2 cuts.
Lopatin said that the Dept has not yet developed any criteria for selecting the programs for cutting. He said that the Mayor would not be concerned for how those programs were selected.
The CPO repeated what had already been said about the Dept not having had developed a set of criteria for making the possible cuts in programs, but will have a series of steps that include discussion with the community over what would be best. They will probably do that within the next couple of weeks to see what the providers themselves project to be the impact of such cuts on their services.
Comm. Hale commended the Dept and their efforts to produce a budget that reflected community concerns for program cuts, and that the Commission was pleased with the results. He encouraged community organizations that have concerns to come speak with the Commission at any time; that they were ready to listen.
There were no further comments so discussion was closed.
Comm. Ricci moved to accept the recommendation of the Finance Committee to approve the submittal of the Dept's FY 2002-3 budget to the Mayor. Upon a second, and voice vote, the motion carried unanimously.

4. ***(DISCUSSION) Announcements, requests for future agenda items.***
Comm. Arámburo asked to have Mr. Lowder (MCJC) report on the larger picture of federal/state support for such programs and invite the Youth Commission to attend that meeting.
The CPO invited those from Coleman Advocates and the Youth Commission to submit whatever suggestions they have for how to consider doing the program cuts if need be.
Comm. Hale commended the LCRS staff on the Family Day event.
Comm Richard announced that at the request of youth at LCRS, he bought some footballs and flags for their use.

5. *(ACTION) Adjournment*
There being no further business, the meeting was adjourned at 7:43 PM.

Minutes adopted Feb. 27, 2002

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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NOTICE OF REGULAR MEETING
To be held at City Hall rm 400
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102

5:30 pm Wednesday, February 27 2002

AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of January 16, and February 19, 2002 meeting minutes (public comments)*
3. *(DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for January '02.*
   a. *Status report on Juvenile Hall replacement project*
   b. *Highlights from last Commission meeting to present*
      - *First Hearing by Bayview Youth Accountability Board 2/6/02*
      - *Lunch/Meeting with Probation Officers 2/8/02*
      - *Coffee/Meeting with Juvenile Hall Counselors 2/13/02*
      - *Community Providers Budget Briefing 2/14/02*
      - *SEIU 790 Budget Briefing 2/21/02*
      - *CARC Site Visit by Delegation from Chicago 2/21/02*
   c. *Trends/ Emerging Issues/ Upcoming Events*
      - *Upcoming Budget Hearings*
   d. *Special Report*
      - *Report on Placement Initiatives by Nancy Yalon*

   (public comments)
4. *Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
5. *(ACTION) Election of Commission Officers for Yr 2002.*
6. *(DISCUSSION/ACTION) Review of the protocols for the LogCabin Ranch School Advisory Committee, adopted by the Program Committee on Feb. 6, and possible action to approve them for implementation. (Comm. Hale)*
7. *(DISCUSSION) Presentation from the Center for Young Women's Development regarding an anti-harassment policy proposal. **explanatory document: policy paper*
   (public comments)
8. *(DISCUSSION) Committee Chair Reports*
   Program Committee: report on the discussions of held in meeting of Feb. 6
   - *Finance Committee: report on the discussions held in committee on Feb 19*
   - *Facilities Committee: report on discussions held in committee on Jan. 2.*

   (public comments)
9. *(DISCUSSION) Announcements, requests for future agenda items.*
10. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by Feb. 25. Please call the office to make arrangements.)

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Juvenile Probation Commission
City and County of San Francisco
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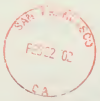
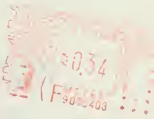
San Francisco, CA 94127





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MINUTES OF FEBRUARY 27, 2002 REGULAR MEETING
held at City Hall rm 400 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. ***(ACTION) Roll Call***
   The meeting was called to order at 5:35 pm by the President. Comms. Chuck, Dupre, Bonilla, Ricci were present at the gavel. Comm. Grossman was excused. Comm. Richard arrived at 5:56 pm
2. ***(ACTION) Review and approval of January 16, and February 19, 2002 meeting minutes***
   Comm. Ricci noted that on p3 of the 1/16 mins, second to her last comment, she asked the Dept if they had a policy regarding disabled populations, in place. With this correction, the minutes were approved.
   On the 2/19 minutes, Comm. Hale noted that he had commended the Dept and their efforts to produce a budget that reflected community concerns for program cuts, and that the Commission was pleased with the results. With this correction, the minutes were approved.
   (public comments)
3. ***(DISCUSSION) Chief Probation Officer's Report:***
   a. *Status report on Juvenile Hall replacement project*
      Chris Bigelow briefly reported that the scope of the project is still undergoing revisions. The results will shave $ 2 mil off the total, which is now at $42.75 mil. The JH relocation is continuing and will complete in late June. Superior court is half way through. Dept 29B is done; Dept 30 is scheduled for later this summer.
      Comm. Chuck asked if it was true that there would be no automated dishwashing in the new facility.
      Bigelow said that the plan is to upgrade the dishwashing facilities with new equipment.
   b. *Highlights from last Commission meeting to present*
      - *First Hearing by Bayview Youth Accountability Board 2/6/02*
        The Chief reviewed how an initiative called Community Partnership Initiative grew out of meetings on DMC in or about 1999, and that many organizations in the Bayview responded to it. They have now started a diversion process called the Bayview Youth Accountability Board. They will do dispute resolution, case resolution as an alternative to formal court. They have only done 2 cases to date, but it is operational.

      Next couple of items were some Departmental follow up issues identified in the Strategic Plan, prepared sometime ago and presented formally to the Commission earlier this year, in a January Commission meeting. This plan was prepared in consultation with NCCD.
      - *Lunch/Meeting with Probation Officers 2/8/02*
        This is one of the activities addressing the need for ongoing communication between line staff and the Chief. There have been two held so far, one with counselors.
      - *Coffee/Meeting with Juvenile Hall Counselors 2/13/02*
      - *Community Providers Budget Briefing 2/14/02*
        held at Southeast Community Center
      - *SEIU 790 Budget Briefing 2/21/02*
        not done yet.
      - *CARC Site Visit by Delegation from Chicago 2/21/02*

   c. *Trends/ Emerging Issues/ Upcoming Events*
      - *Upcoming Budget Hearings*

   d. *Special Report*
      - *Report on Placement Initiatives by Nancy Yalon*
        From the 1999 Strategic Plan, the Dept instituted the first effective obstacle to placement; Robeson/Rivera Academy. It was created with all the elements of a Level 12-placement site, so Middle School students who were at risk of placement could remain in their homes, or later placed in local foster homes rather than group homes.

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This is the end of the 3-yr grant for that project, and out of home placement has been reduced. Findings: treatment group went to placement at 4% rate while the control group (no services) went to placement at 20%. The treatment group advanced an average of 3 grade levels in proficiency, in 3 semesters.
In 2001, a second school (Project Impact HS) opened. Set up the same as the Academy.
Intake procedures are new in 2001, as part of the Challenge Grant. Attempts to pull youth that are most at risk for out of home placement. Those in the program would get a psycho educational assessment, a plan of care meeting each week to case manage (FITS: 6 POs, 3 clinicians, 3 case managers with an LCSW to oversee the count in Juvenile Hall). Bayview Hunters Point Foundation, Instituto de Familiar, Community Youth Center. Services are coordinated with the Girls Services in JH (Julie Posadas).
A clinical placement coordinator was hired (for placement procedures) to identify therapeutic goals, figure out who will go to placement and begin early work with them before the dispositional hearing. They created an intake process in the Placement unit to place all first time youth. They have a part time staff (a retired Senior Supervising PO) to coordinate out of state, sub acute, and adult transitional mental health services for the youth. Placement sites are invited to come to YGC to look over the files and learn about those kids awaiting placement, rather than just sending them files to decide upon. They want to add a PO to do gender specific cases. As of today, the number in JH awaiting placement is down to 22. This is lower than it has been in the past.
Comm. Hale mentioned that the JJC is looking at placement and will issue their report sometime in the future.

(public comments)

4. ***Public Comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***

Margaret Brodkin read a statement into the record (see supportive documents).
Another Coleman Advocate representative praised Comm. Eli Aramburo's long and hard work on the Commission, and her courage to speak up and ask questions, when few others did. She congratulated the new Commissioner and said she hoped that he would be as honest and truthful, and do something for the kids. She expressed her disappointment and suspicion that there were a few "in cahoots" with what happened to Comm. Aramburo.

5. ***(ACTION) Election of Commission Officers for Yr 2002.***

Comm. Dupré said that the Commission members had been polled and based on the polling of the Commissioners, the following slate has been recommended, to retain the current officers. **He so moved this recommendation.. Comm. Chuck seconded. There were no comments. The question was called and by voice vote carried 5-0.**

6. ***(DISCUSSION/ACTION) Review of the protocols for the LogCabin Ranch School Advisory Committee, adopted by the Program Committee on Feb. 6, and possible action to approve them for implementation.***

Comm. Hale said that he had received communication from the City Attorney's office that raised some questions and concerns about the protocols adopted by the Program Comm. He also asked as a matter of expediency the Dept to draft guidelines that reflected the concerns of the City Attorney's office. If these conflicts can be resolved tonight, then the protocols can be implemented forthwith. If not, then it should be referred back to Programs.
Areas of concern for the City Attorney's office: On the purpose, the language refers to research. Question: will Advisory Comm have access to confidential information. Comm. Dupré said that IEPs (individual educational plans) would not be appropriate for inspection. His understanding was that this Advisory Committee would be an advisory committee to the Program Comm, which would, he believes, in June would bring recommendations and its findings to the full Commission. The objective is to look at all aspects: the school, the culinary food, counseling, service providers/CBOs etc. There was language about searching for a Director, which they believed was not appropriate and not the focus and charge. That is what the CPO and human services duties are.
Comm. Hale asked if the term research explicitly excludes confidential information? Is that your (the Committee's) advice?

He continued: it seems that the basis for the Advisory Comm is to assist the Program Comm. in assessing the effectiveness of the programs at LCRS. Sometimes that includes looking at how well the young people are doing, and the schools is a major part of what gets done there. So, if the Committee believes access to this information is needed, there are certain steps that need to be taken (approval by Juvenile Court).
Comm Richard said that he thought it best to exclude such records.
Comm. Ricci felt that except for those occasions where they may request permission (clearance), they should stay away from using them.
Comm. Hale pointed out that the proposed guidelines suggest that the CPO could approve access to confidential records, and that is incorrect.
Rosa Sanchez, Dep. City Attorney, said that it would be better if the language were cleaned to up reflect that the Committee would not be accessing confidential information.
Her other concern was the suggestion that meetings be held at LCRS. The body would be governed by Brown Act/Sunshine Ordinance and as such any meeting outside of the City/County of San Francisco would have to meet certain exceptions, which she believes it does not meet. So this would not be permitted. If representatives of the Committee (less than a quorum) who already have clearance to be on the grounds and meet with kids, wanted to go down there and report back to the full Committee, that would be okay.
Comm. Dupré said that at the initial Program Comm mtg to discuss this Advisory Committee, he heard that some people from that Advisory Committee had gone down to LCRS and met with students. At this point, he thought the Committee was going to go down to LCRS, talk to the Student Council, staff, get an idea of the types of programs and what their emphases are. At a second meeting, he said they learned there was an interim Director and that they should get input from him. At the third meeting, Comm. Dupré recommended that the Asst Principal at LCRS not sit on the Committee, that rather the Principal of Woodside Learning Ctr or someone else. Now, he expressed his confusion on how that Committee can really function.
Comm. Hale agreed. He said the goal was to have a group of people dealing with the young people at LCRS take a look at the programs to see whether or not they are working and what can be done to improve them. If, in fact, given the restraints on the Committee to do the kinds of things it wanted to do, whether or not this make sense. He wasn't sure he was ready to make a decision on this.
Comm. Hale said another issue was the number of members to the Committee. This raised the issue of access to LCRS for them.
R. Sanchez said that a larger committee is not a problem. The issue is that the extended list of members brought in individuals who do not already have clearance to go to LCRS nor have access to records (as the members of the "short list" did). She just wanted them to understand that if this larger group intended to ask for confidential information, it needed those court clearances.
Comm. Hale said that probably the best way to handle this tonight is to have as a proviso in the document, that any access to confidential information by the Advisory Committee must be approved by the Juvenile Court. Commissioners as well as the Advisory Committee ought to know that, if his recollection is correct, it is a misdemeanor to review confidential information... unauthorized review of confidential information. So this is a serious matter. But his understanding is that the Committee can still act, governed by the Sunshine Act. And the primary concern of the City Attorney was the access to confidential information.
R. Sanchez also included the location of meetings as another issue.
Comm. Dupré wanted to define the term "research". He said it was to hold meetings down there to talk to the young men and get their feedback on existing programs, existing needs, academic improvement, conditions, esprit de corps. He asked if there would be a problem with bringing youth from LCRS up here for meetings. R. Sanchez reiterated her comment that small groups (less than a quorum) should go down to LCRS and report back to the full committee (being mindful of confidentiality).
Comm. Hale clarified that 6 would be allowed of the 12 members. R. Sanchez agreed.
Comm. Chuck asked the President if the Program Comm would be open to having this referred back to committee and tabling this discussion until the next meeting.

Comm Richard agreed it should be.
Comm. Chuck moved that this be tabled until the next Commission meeting at which time the Program Committee will report and give recommendations.
Public Comment: Ntanya Lee, Coleman Advocates: acknowledged the issue of confidentiality brought up in a previous meeting with Comm. Aramburo, but also was reminded that in one case the only way the true picture of what was not being provided a youth, was derived from looking at his record. She said that while confidentiality is important, she hoped that there wouldn't be barriers set up so that the Committee couldn't get at the full picture. Comm. Hale said that (this is) much like the Juvenile Justice Commission which does have to obtain a court order to see confidential information. In terms of Ms. Lee's comments, this concern was raised by the City Attorney once it was understood that Commissioners had access to confidential information without going through the appropriate process.
Comm. Hale asked for a second to the motion to table. Upon second, and voice vote, the motion carried 6-0.

7. *(DISCUSSION) Presentation from the Center for Young Women's Development regarding an anti-harassment policy proposal.*

Comm. Hale said that the City Attorney informed him that the City already has a standing anti-harassment policy, and this pre-empts the Dept from establishing another one. There have been discussions regarding how to implement programmatic activities to address the concerns encompassed by the proposed policy.
Comm. Hale asked for all the speakers for this issue to come forward, and maybe afterward they could "get to it" if not by adopting a Dept. policy.
There were a number of speakers who all spoke in support of this issue and how it resulted from the experiences of young LGBTQ (lesbian, gay, bisexual, transgender, queer/questioning) youth in the juvenile justice system.
Jessica Nowlan Green, Asst Director of the Center mentioned several programming suggestions togo along with the policy that would serve to affectuate the policy in action.
Rebecca Levinson, with Lawyers Committee for Civil Rights mentioned that these issues were already highlighted in a Human Rights Commission report in 1997. They're recommendations are the same as being made today.
Sara Colby with Legal Services for Children also spoke in favor of the policy.
Kim Mae Aung felt there was no conflict between the established policy and a more specific policy regarding detained youth.
A teacher with the Writers' Corps spoke about the mistreatment of youth in juvenile hall.
The Chief said that he met with Ms Sanchez and Levinson and told them the Dept shares their concern for this. And he made a commitment to work with the CYWD in a dialog to establish a process and documentation that they would agree to, by the end of March. Cassie Coleman will be given that task for the Dept.
Comm Richard gave his support to this and wanted to see it expedited.
Comm. Dupré commended the speakers, and said that he was against anything that would impact the self esteem of young people in San Francisco.
Comm. Ricci also commended the speakers, and assured them that the Commission will see that the Dept follows through on this.
Comm. Bonilla also gave his support to the policy and hoped that the speakers and community representatives continue to work with the Commission and Dept, on other issues.
Comm. Chuck gave his commitment to this.
Comm. Hale raised a question of how this might be done. He took the example of the Police Dept. where the Chief of Police can issue general orders. Comm. Hale suggested the CPO draft a letter to staff raising the issues talked about tonight, with examples of the harassment spoken to. The other aspect of this is peer

on peer harassment, which he said would entail a longterm conversation between the community, the Dept, and the Commission. He asked the Chief if he could do such a letter.
He directed the Dept to have a working proposal for the Personnel Committee to review, before the March meeting of the full Commission.
The Chief said, the short answer is yes. He can issue a re affirmation of the existing policy and general position statement of this issue and the Dept.'s stand. If the Commission wishes this before Mar 27, it can be done.

8. ***(DISCUSSION) Committee Chair Reports***

- ***Program Committee: report on the discussions of held in meeting of Feb. 6***

  Comm Richard commented that there was language in the protocols (Advisory Comm) which said that the Chief would be responsible if things weren't working right at LCRS, and he spoke to the Chief about it and wanted to see how it could be re written. He didn't think the Chief should be accountable for it.
  Comm. Dupré also said there was inappropriate language in the protocols about the evaluation of the Chief. He also said that he was somewhat appalled at a meeting, that a group functioning as an advisory committee had gone down to LCRS prior to the Commission making a motion to form an advisory committee. They had interviewed young people and staff. We (the Program Committee) have that under control now, but he wanted to bring it to this Commission to let them know. This was some of the difficulty Comm. Dupré had with the language and different things they were doing. The Program Committee was charged with coming up with protocols, and membership to that committee, and a group of people went down and at a previous meeting of the Program Committee submitted a report of their findings. This was backwards, but it is getting straight now.
  R. Sanchez referred to the language in the protocols which said it would be used as an evaluation of the Chief. (audio troubles caused a lapse in recording, so the rest of the statement was not recoverable)
  Comm. Hale said that the language regarding the evaluation of the Chief caught him off guard. The protocols were to be used to guide the committee in its work at looking at the operations of LCRS. R. Sanchez said that the Chief is responsible for implementing every policy that we (the Commission) approve, and his evaluation will be based on the things the Commission has identified as the objectives and goals for the Chief. This didn't come before the Commission and he couldn't remember any other project of the Commission/Dept where specific language was tied in regarding evaluation of the staff involved.
  The Chief said, the original charge was given to the Dept to develop a protocol was followed through, and the draft produced for the Program Committee's review did not contain language about connecting that process to the performance evaluation process. That language was not in the draft that the Dept developed. The draft that was presented to the Program Committee for its review, did contain that language as a result of a revision made prior to that submission. Again, that revision, not from the Dept. with its charge to submit a draft. So the draft that was presented to the Program Committee was different from the draft that was prepared by the Dept. When that draft was presented to the Prog Comm and discussion ensued, specific questions were raised about the Chief's position on that language. He said he thinks his response was something like, 'well this is what already happens,' because there is a process where performance measures are negotiated each year by the Personnel Committee, as a whole, so that the entire Commission does already engage in developing performance measures for the Chief's position. And his sense was that any direction the Commission wanted to give him, as you (the Commission) have done for the last 4 yrs now, in terms of establishing measures, objectives, and rating schedules, there's an existing process to do that. So, he didn't see that language as being necessary but said he didn't have a problem if the Prog Comm wanted to include it, but if it did include it, there should be certain changes in the language. So since he was seeing it that day for the first time he made some suggested changes to the language which had been inserted into the policy and presented that to the Prog Comm. for their consideration. It makes sense to him that the Prog Comm should review the entire document and its process to ensure that we have the things the Prog Comm wants to recommend to the Commission. He doesn't see the need for that

language in that document, (a) because a process already exists into which every Commissioner has input, and (b) he thinks it is not necessary in terms of tying that particular thing to this process, when everybody on the Commission can tie anything they want to in that discussion process. And in fact, that was the essence of the language change that they made. Bottom line, it is appropriate for the Prog Comm to review it again, and he isthankful for that conclusion. He thinks that language doesn't have a place in that protocol because the intent of the protocol is to manage the process for an advisory committee. That was his response to Comm. Richard.

Comm Richard raised the rumors about animal cruelty, and Comm Dupre went down there (LCRS) with the health dept and everything was clear. The horses are in good health and condition.

Comm. Dupré said that he did meet with the woman making the allegations and he wanted the Prog Comm. to review these allegations with staff and owners of those animals, step by step, at the next meeting, and bring that report back to the Commission.

Comm. Hale clarified that it was the Humane Society that conducted two inspections of the horse program (the stables, the horses) and cleared the program; all issues addressed to their satisfaction. This is a serious matter, because it is a program they have been very excited about. He looks forward to those reports.

- ***Finance Committee: report on the discussions held in committee on Feb 19***

  Comm. Ricci stated that they had nothing further to report beyond the last report given.
- ***Facilities Committee: report on discussions held in committee on Jan. 2.***

  Comm. Chuck said that there were ongoing health and safety concerns and budgetary restraints that will prevent addressing those concerns. He gave the Dept a lot of credit for getting their paperwork together to keep on top of these matters.

9. ***(DISCUSSION) Announcements, requests for future agenda items.***

Comm. Hale asked the Chief to provide an update on the future prospects for the PAW with the Dept, at the next Commission meeting.

Comm. Ricci reported that she attended a Youth Commission mtg. Because at the last Finance Committee it was stated that youth need to be given the opportunity to attend and participate at important meetings like that one. Comm. Ricci said that it is important to hear from youth and was happy to see the participation at this Commission meeting. The Youth Commission did discuss issues dealing with youth in the system, and said it would be good to establish a closer relationship with the Youth Commission. She was impressed by how young people would not let themselves be used by adults, that they could think and speak for themselves. She encouraged others to go to Youth Commission meetings and hear for themselves.

Comm. Hale asked Comm. Ricci to be the formal liaison for this Commission, to the Youth Commission. Additionally, he named Comm. Bonilla to the Program Committee, and named Comm Richard, Chair.

(public comments)

NTanya Lee said she had a heavy heart from hearing of the way Comm. Aramburo was not reappointed to the Commission. As a community advocate she has valued Comm. Aramburo using this Commission as an opportunity to bring such substantive issues before the public, and really mourn her absence. She is dismayed by it, and not clear what happened. She really hopes there is someone with her (Comm. Aramburo's) level of advocacy will step up and hold "you all" (the Commission) accountable for their decisions. She supported Comm. Aramburo's efforts to bring some of the issues up. She didn't agree with everything Comm Aramburo said, but as public servants the role is to bring important issues before the public. She hopes (the Commissioners) will continue to use this Commission as an opportunity to bring important issues to the public so they can have input.

She welcomed Comm. Bonilla to the Commission and challenged him to take this role very seriously. She hopes he will be a team player, honest, forthright, respectful to other young people, and to deal with policies substantively.

Comm. Bonilla said he is honored and flattered to have the opportunity to serve San Francisco. It is a privilege to give back. Coming from the housing projects, but with a good family, he has been able to move

forward. He continues to mentor some of the Youth Commissioners. His ethos is to give back. He welcomed N. Lee's challenge. And challenged her, Coleman and other youth groups to work with him. In regards to his perceived youth and 'inexperience' he said that it flies in the face of the belief that youth can arise to the task of leadership.

10. ***(ACTION) Adjournment***

Comm. Hale said that he has heard the comments and knows that there are concerns, and said we do not have a choice, we have to work through it. There's a lot of work to do as the Dept. He reminded the Commissioners that their process is a dynamic one, involving the community, other depts, commissions, and coordination with other jurisdictions about how to serve young people. He is excited about Comm. Bonilla's appointment, and the work of the Commission. He wanted to adjourn this meeting in honor of Comm. Arámburo. As difficult a time as it is, people trying to figure out their questions and concerns, but she has contributed a great deal to this Commission and Dept, and that can't be underscored. He believes that at the next Commission, depending on how people feel, that they will recognize and she will be afforded the same kind of respect we deport to every Commissioner that has departed from their work on the Commission. But there's work to be done everywhere, and it's not just this commission. As a matter of fact, the Commission is limited without the advocate groups, without the young people's involvement, without the parents, and that's what ' we've' been talking about. Creating a juvenile justice system that respects these parties and understands the roles that they play. So, he doesn't believe that any commissioner's departure from this Commission ends their valuable contribution. But (we) are in a democracy and people have a right to differ and he's looking forward to this Commission moving forward. If there is no objection, he asked to adjourn the meeting at 8:01 pm.

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NOTICE OF REGULAR MEETING
To be held at Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127

5:30 pm Wednesday, March 27, 2002

AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of February 27, 2002 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for Feb '02.*
   a. *Status report on Juvenile Hall replacement project*
   b. *Status report on Fiscal yr 02-03 budget process*
   c. *Highlights from last Commission meeting to present*
      - *Report on the Casey Foundation Conference in Portland, Oregon 1/23-1/26/02*
      - *Tour by Coleman Advocates and Mayor's Criminal Justice Council 3/12/02*
      - *Tour by Commissioner Rolando Bonilla 3/12/02*
      - *Budget Hearing – Board of Supervisors Public Works and Public Protection Committee 3/19/02*
      - *Juvenile Justice Coordinating Council Meeting on AB 1913 3/20/02*
      - *Juvenile Detention Alternatives Initiative Stakeholders Meeting 3/20/02*
      - *Juvenile Probation Department Management Retreat 3/22/02*
   d. *Special report*
      - *Update on San Francisco Juvenile Detention Alternatives Initiative*

   (public comments)
4. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
5. *(ACTION) Motion to retroactively approve the acceptance and expenditure of $120,778.00 from the Board of Corrections for STC training. **explanatory document: Resolution to accept&expend funds.*
6. *(ACTION) Review of the protocols for the LogCabin Ranch School Advisory Committee*
   (public comments)
7. *(ACTION) Consideration and possible action to approve Dept. anti harassment policy/procedures for detained youth. ** explanatory document: proposed policy/procedures paper*
   (public comments)
8. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee: report on the discussions of held in meeting of Mar. 19, 2002*
   - *Finance Committee:*
   - *Personnel Committee:*

   (public comments)
9. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
10. *(DISCUSSION) Announcements, requests for future agenda items.*
11. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by March 25. Please call the office to make arrangements.)

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March 20, 2002

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MINUTES OF MARCH 27, 2002 REGULAR MEETING
held at Youth Guidance Center Cafeteria 375 Woodside Ave San Francisco, CA 94127

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. ***(ACTION) Roll Call***
   The meeting was called to order by Comm. Dupre, in the absence of the President. Comms. Bonilla, Ricci, Grossman were present at the gavel. Comms. Richard and Chuck arrived at 5:40 pm and 5:50 pm, respectively.
2. ***(ACTION) Review and approval of February 27, 2002 meeting minutes***
   The minutes were approved as written.
   (public comments) None
3. ***(DISCUSSION) Chief Probation Officer's Report.***
   a. *Status report on Juvenile Hall replacement project*
      Chris Bigelow was not present so there was no report.
   b. *Status report on Fiscal yr 02-03 budget process*
      Ed Lopatin reported that the Dept's budget went in to the Mayor's office and they expect it to be forwarded onto the Bd of Supes without alteration. In April the Bd of Supes will be holding their series of hearings regarding the budgets. There is no word on whether Level Two cuts will take place.
      Current status of fiscal operations: In a recent meeting with the Controller, the Dept is holding pretty steady on its spending. Coming in somewhat higher in OT and salaries/fringe, but have some surplus in non salary items, so should end up evened out at the end of the fiscal year.
   c. *Highlights from last Commission meeting to present*
      - *Report on the Casey Foundation Conference in Portland, Oregon 1/23-1/26/02*
        The Chief reported that there were about 30 people from SF who went to the conference, 17 of them as a team from the Dept. They had a chance to talk briefly to an MIS person from Portland, Oregon, who is doing the JDAI project there, and she has agreed to come look at the Dept's MIS division and offer her suggestions for how it can be improved to meet the needs of the JDAI. The Chief had no details about specific hardware or software available.
      - *Tour by Coleman Advocates and Mayor's Criminal Justice Council 3/12/02*
      - *Tour by Commissioner Rolando Bonilla 3/12/02*
      - *Budget Hearing – Board of Supervisors Public Works and Public Protection Committee 3/19/02*
      - *Juvenile Justice Coordinating Council Meeting on AB 1913 3/20/02*
        At this meeting, the JJCC voted to continue funding the currently funded programs, with MYEEP absorbing about 5% reduction (equal to the reduction in funds for upcoming fiscal year).
      - *Juvenile Detention Alternatives Initiative Stakeholders Meeting 3/20/02*
        There is a draft of a new risk assessment (intake) instrument, which they will be testing against the current form, to see if any differences occur as a result of the new assessment.
      - *Juvenile Probation Department Management Retreat 3/22/02*
        The Administrative policies and procedures manual has been completed (in the main) and this was a full day training on it for management.
   d. *Special report*
      - *Update on San Francisco Juvenile Detention Alternatives Initiative*

James Bell was not present when the item was called, so Cassie Coleman recounted the progress to date, in setting up subcommittees and what their tasks were. James Bell arrived during the presentation and stated that he had no special presentation to make but was available to answer any questions the Commission might have.

Comm. Grossman commented that it was not acceptable to have a presentation such as this, or any report, accompanied before hand (in the timeline set forth in the Commission's rules: 7 days in advance of the meeting) by written materials so Commissioners had the opportunity to read and digest them, in order to be able to ask reasonable questions. There is no way to be given the materials at the time of the oral presentation and be able to understand what is being reported.

Comm Richard asked about the structure of the group, from Executive Committee to the Workgroups. He laid out how each is represented and how they inter relate to each other. Bell mentioned that SF is doing this a little differently than other places that have the Initiative. SF is dealing with the issue of disproportionate minority confinement at the same time they are looking at reducing the total numbers of detainees.

Comm. Ricci also echoed Comm. Grossman's concerns about having written materials well in advance of any oral reports. **She moved to continue this topic to the next Commission meeting, where they can be prepared to have a dialog. It was seconded, and upon voice vote, passed 6-0**. It will be agendized for the April meeting. Comm. Dupré also asked for a list of the stakeholders.

Bell said that despite the periodic reports from himself and the JDAI group, the way to get a true understanding of what's going on would be to establish a liaison from the Commission, who would attend/participate in the JDAI work.

Comm. Grossman stated that she had requested to be informed about these meetings, but has yet to be. She thought that having even a 1-2 page summary of the work in advance of the Commission meeting would be very helpful; not being given the written material at the time of the presentation as was the case tonight.

Comm. Dupré asked the Dept to give minutes of the Executive Committee to the Commission so they can keep abreast of what is happening. He said he'd defer to the Commission President as to how he would deal with the question of a liaison between the Commission and the JDAI workgroup.

He also stated that he was concerned about DMC and wanted to be kept updated on that aspect of the work.

He asked the Chief for a list of the attendees from the Dept team at the Casey conference.

(public comments)

4. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***

The Writers' Workshop, which works with youth at LCRS, brought examples of work by youth in the Dept, some from a recent showing called Co-lab. Two LCRS youth, who are in the Poetry Slam finals, which will occur next Friday, the 5th, at SomArts, were present and they each recited one of their poems, to the great appreciation of the audience.

The Commission thanked the Workshop and the youth for their work, encouraged them to continue developing their talents, and wished them well in the Slam.

Christopher Lane, an artist who helped create the murals on the walls of the hallways in Juvenile Hall, in his 20+ years of work with the youth in JH, expressed his great disappointment and anger at how the majority of those murals, done with youth in JH, have already been painted over and destroyed (without his knowledge), and asked the Commission to allow him to speak to them regarding the two remaining murals, which he would like saved. He left copies of materials (news articles) regarding this issue. The Commission directed him to raise this issue via the Facilities

Committee, and directed the Secretary to include him on the next Facilities Committee meeting agenda.

5. *(ACTION) Motion to retroactively approve the acceptance and expenditure of $120,778.00 from the Board of Corrections for STC training.*
Comm. Chuck asked how we got into this situation where a retro active action has to be taken. Nicole Shaw-Owens said that in the past, these funds came through the Sheriff's Dept and Adult Probation, and this is the first time the funds are coming to this Dept directly.
The Chief explained that either in the budget process, the Budget office or Controller neglected to reflect the revenue in its books so the Dept didn't draw up a resolution to accept or expend it. This is not new money, just funds which traditionally come to the Dept to pay for STC training for staff. **On motion and seconded, the question was called, and upon voice vote, carried 6-0.**
6. ***(ACTION) Review of the protocols for the LogCabin Ranch School Advisory Committee***
Upon advice from the City Attorney's office, the Program Committee Chair requested this item be tabled until the next Commission meeting in April.
Comm. Grossman again raised the question of why the protocols were not available for preview before tonight's meeting. The re-revised version had not yet been done. It is still under review and he (Comm Richard) will be talking to the City Attorney about it.
(public comments) None
7. *(ACTION) Consideration and possible action to approve Dept. anti harassment policy/procedures for detained youth*
The policy is still undergoing refinement and it was directed at yesterday's meeting that the policy would be presented at the April Commission meeting for approval.
(public comments) None
8. ***(DISCUSSION) Committee Chair Reports***
   - ***Program Committee: report on the discussions held in meeting of Mar. 19, 2002***
   Comm Richard briefly recounted the items talked about at the Program Committee (mins available on line at SFGOV.org)
   Comm. Chuck asked if a report on PrIDE could be given to the full Commission at the next meeting. Comm. Grossman commented that this probably would be better left at the committee level and if other Commissioners wanted a more intimate understanding of it, they could go to the Program Committee to hear the reports directly. She personally felt comfortable with the Program Committee taking oversight of this.
   - ***Finance Committee:***
   There was no current update
   - ***Personnel Committee:***
   This was part of item #7 above.

   (public comments) None
9. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*** None
10. ***(DISCUSSION) Announcements, requests for future agenda items.***
Comm. Ricci reported that she and Comm Richard had a very good visit to the CARC and Huckleberry Youth Services, arranged by Gary Bierenger. She thanked him for his efforts. Comm Richard also thanked Gary.
Comm. Chuck asked how requests for visits to CBOs would be handled, through the CPO's office? The Chief said he could handle that if the Commission so wanted. But unannounced visits are certainly within the purview of the Commission.
Comm. Dupré asked the Commissioners to think about which community they would like to hold the May Commission meeting in.

He asked the Chief to explore with MCJC a time when they could come and report to the Commission regarding the future revenue picture for juvenile justice in the City.

Comm. Grossman just wanted assurance that all tabled items from this meeting are agendized for the next meeting. She appreciated the presentation of the Writers' Corps and asked that other CBOs do likewise, eg. representatives from YCD, or others to show the Commission what they are doing and accomplishing. This is personally very satisfying and helps validate the value work of the Commission.

Comm. Dupré asked the Program Comm Chair to explore the potential of meeting with the student council at LCRS.

Comm. Bonilla asked the Commission to consider doing some sort of employee recognition at the Commission meetings. It was commented that the Chief has done this before, but Comm. Bonilla wanted this to be something the Commission does, and not the Dept.

11. ***(ACTION) Adjournment***

There being no further business, the meeting was adjourned at 7:17 pm.

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING
To be held at City Hall rm 400
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102

5:30 pm Wednesday, April 24, 2002

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AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of March 27, 2002 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for Mar '02.*
   a. *Status report on Juvenile Hall Replacement Project*
   b. *Update on Budget Status*
   c. *Library Funding FY 02-03*
   d. *Special Presentation by Gregg Lowder, Director, Mayor's Criminal Justice Council*

   (public comments)
4. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
5. *(ACTION) Review and possible approval of the protocols for the LogCabin Ranch School Advisory Committee*
   (public comments)
6. *(ACTION) Consideration and possible action to approve Dept. anti-harassment policy/procedures for detained youth. ** explanatory document: proposed policy/procedures paper*
   (public comments)
7. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee: report on the discussions of held in meeting of April 16, 2002*
   - *Facilities Committee April 19, 2002*

   (public comments)
8. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
9. *(DISCUSSION) Announcements, requests for future agenda items.*
10. *(ACTION) Adjournment*

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April 18, 2002

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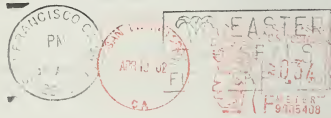

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MINUTES OF APRIL 24, 2002 REGULAR MEETING

held at City Hall rm 400, 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. ***(ACTION) Roll Call***
   The meeting was called to order at 5:35 pm by the President. Comms. Bonilla, Chuck, Dupre, Grossman were present at the gavel. Comms. Ricci and Richard arrived at 5:37 and 6:32, respectively.
2. ***(ACTION) Review and approval of March 27, 2002 meeting minutes***
   The minutes were approved as written.
   (public comments) There was none.
3. ***(DISCUSSION) Chief Probation Officer's Report***
   a. *Status report on Juvenile Hall Replacement Project*
      J. Chow Winship said that there were 8 requests from the Bd of Supervisors to have a feasibility study done on a smaller facility. The reports are due on April 27. Question: how is the cost of the report to be paid? It'll be wrapped into the total cost of the new facility. Comm. Hale asked if there is projection for the youth population in SF and the possible need for a 150 bed facility? J. Chow Winship said that the reports are only cost estimates for smaller facilities, as requested.
      The architects delivered the 95% construction documents to the various review bodies which are now looking at them. The current estimated cost for the project is $42.75 mil.
      The modulars are in place, and will be up and running in June. The timeline is for a June date for bids, with construction starting in Nov. ending in Mar 2005. Dept 30 relocation will complete in Oct.of this year.
      Comm. Grossman asked about the Library project. Winship said that during the relocation/construction of the project, the library program will be scaled back from its current size, with youth selecting books from a roaming bookcart.
   b. *Update on Budget Status*
      Ed Lopatin reported that they are having continuing discussions regarding ways to meet the budget reduction targets. Freezing open unfilled positions will be a large portion of this.
      Where will the position cuts hit hardest? The Chief said that Level 2 cuts will come from 26 positions, half of them in probation. The upcoming hearings for the Dept's budget are: April 30, 10am.. and May 21st.
   c. *Library Funding FY 02-03*
      Tim Diestel reported tht the SF Library has agreed to not only fully shoulder the librarian position, but will also furnish the new library in the new facility. It has been designated as a branch of the library.
   d. *Special Presentation by Gregg Lowder, Director, Mayor's Criminal Justice Council*
      Mr. Lowder gave a short biography of his past work. He then briefly described the work that MCJC is doing as it relates to juvenile justice. It collaborates and coordinates with a number of bodies both governmental and community based, to do projects relating to public safety. It also identifies, obtains and disperses grant monies. Its largest grant ever will be the $15 mil for the new juvenile hall project. It was asked how the Commission could make public statements of support for the continuation of TANF. The Chief said maybe going through the City's lobbyist. Maybe meeting select representatives from the county to have discussions on TANF.
   (public comments) There was none.

4. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*** There was none.
5. ***(ACTION) Review and possible approval of the protocols for the LogCabin Ranch School Advisory Committee***

   Comm Richard reported that he had had a discussion with the City Attorney's office. There were some questions regarding the specific goals of the committtee.

   Comm. Grossman wondered why there was a limited duration of existence for the committee? She thought there was a lot of time being used for a "simple" thing as getting an advisory committee going.

   R. Sanchez said that there needs to be a reference made in #7, to the SF Admin Code 67.6b, with meetings not to be held at LCRS, and also less than a quorum of the committee visiting LCRS at one time.

   Comm. Dupré moved to approve the protocols with the stated amendments.

   After taking public comment on this, **the question was called and upon voice vote, passed 7-0.**

   (public comments)

   Bob Schmitt of the Delinquency Prevention Commission said that it would be important to construct the committee with the right people who already know what needs to be done, so you don't have to push them in any particular direction. With different points of view on different aspects of the LCRS operation, you'll have a more comprehensive result.
6. *(ACTION) Consideration and possible action to approve Dept. anti harassment policy/procedures for detained youth.*

   This item was tabled. Comm. Hale stated that there were concerns from the City Attorney's office, regarding its impact on any collective bargaining agreements. Once things are cleared up, the item will be dealt with.

   (public comments)
7. ***(DISCUSSION) Committee Chair Reports***
   - ***Program Committee: report on the discussions held in meeting of April 16, 2002***

     Comm. Dupre reported that there was good discussion regarding the LCRS Advisory Committee protocols (which are on the agenda tonight) and the final discussion on the horse program. The minutes of that meeting are available on the city's website.

     Comm. Hale asked about PrIDE. Comm. Dupré said that there was a previous discussion and presentation on PrIDE in a past meeting so it was not discussed this time. The Chief said that the Dept was going to ask for a joint Program/Finance committee meeting to review the RFP that will go out to integrate the PrIDE activities in the Dept. The amount of the contract is projected at $225K.

     It was asked whether the courts or others have had any reactions to any of the outcomes of the PrIDE programs.
   - *Facilities Committee April 19, 2002*

     Comm. Chuck reviewed the discussion (minutes available on the City's website). No actions were taken in committee. Comm. Hale said that the Commission needs to go on record with a position on the new facility. He asked the Facilities Committee to draft up a position statement for the full Commission to act on at the May Commission meeting. He referred to a document he had, which reviewed the history of the facility.

   (public comments) There was none.
8. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission***

   There was none.
9. ***(DISCUSSION) Announcements, requests for future agenda items.***

Comm. Grossman said that in reviewing the last commission meeting, a request for another report from the JDAI was supposed to be agendized for this meeting. She asked that it be included in May's meeting. The Chief said that he'll include a report on JDAI in his report next month. Comm. Hale said that maybe it would be better to have Mr. J. Bell come and do the report. It was requested that the Visitacion Valley Beacon Ctr be looked into as a possible site for the May meeting.

Comm. Hale also acknowledged the appointment of Tim Diestel to the Directorship of Juvenile Hall.

10. ***(ACTION) Adjournment***

There being no further business, the meeting was adjourned at 7:25pm.

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NOTICE OF REGULAR MEETING
To be held at the Visitacion Valley Beacon Center
Visitacion Valley Middle School,
450 Raymond St.
San Francisco, CA 94134

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MAY 23 2002
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5:30 pm Wednesday, May 22, 2002

AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of April 24, 2002 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for April '02.*
   a. *Status report on Juvenile Hall Replacement Project*
   b. *Update on FY 02-03 Budget Status*
   c. *Status report on Juvenile Detention Alternatives Initiative (JDAI) Project by James Bell*
   (public comments)
4. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
5. *(ACTION) Consideration of action on Resolution to reimburse the City for certain expenditures from proceeds of future indebtedness, in the construction of the new Juvenile Hall. ** explanatory document: Resolution.*
   (public comments)
6. *(DISCUSSION) Dept of Children, Youth & their Families' presentation on the Children's Plan for 2002-03.*
   *(public comments) ** explanatory document:the Children's Plan*
7. *DISCUSSION) TANF draft expenditure plan for 2002-03.*
   (public comments)
8. *(DISCUSSION) Review of status of the Dept. anti-harassment policy/procedures for detained youth.*
   (public comments)

Adjourn to CLOSED SESSION under Government Code 54956.7, and SF Admin Code § 67.10(e) to confer with the City's designated representatives regarding matters within the scope of collective bargaining (in the matter of the anti-harassment policy)

Reconvene in OPEN SESSION, and, pursuant to SF Admin Code 67.12, consider whether to disclose any portion of discussion held in closed session.

9. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee: report on the discussions held in meeting of May 21, 2002*

   (public comments)
10. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
11. *(DISCUSSION) Announcements, requests for future agenda items.*
12. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by May 20. Please call the office to make arrangements.)

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

May 17, 2002

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MINUTES OF MAY 22, 2002 REGULAR MEETING
Held at the Visitacion Valley Beacon Center, Visitacion Valley Middle School, 450 Raymond St.
San Francisco, CA 94134

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. ***(ACTION) Roll Call***
The meeting was called to order by the President at 5:45 pm. Comms. Dupre, Richard, Bonilla were prsent at the gavel. Comms. Chuck, Ricci, Grossman were excused.

2. ***(ACTION) Review and approval of April 24, 2002 meeting minutes***
Upon motion, with a second, the minutes were approved as written.
(public comments)
There was none.

3. ***(DISCUSSION) Chief Probation Officer's Report:***
   a. *Status report on Juvenile Hall Replacement Project*
   Chris Bigelow reported no significant changes since the last report. The document reviews is taking longer than originally expected due to the extensive revisions to the plan. The scheduled bidding might be pushed back, but they will not delay the notice to proceed (Nov 2002). The funding for the project is being dealt with. Two resolutions were introduced Monday at the Bd of Supervisors, one to accept the BOC grant, and another to issue certificates of participation (the City's match). The Finance Committee will review this in the coming weeks. The final work on the modular units will come June 6, with a month of "clean up" on a "punch list" of items.
   The study regarding the costs of a reduced size facility, given to the Bd of Supervisors, shows that in neither case (two alternate sizes) would the project be more cost effective (copy of report available from CPO or J. Chow-Winship).
   b. *Update on FY 02-03 Budget Status*
   Ed Lopatin gave a short report on the budget. The Mayor's proposed budget has been submitted to the Bd of Supervisors. A final will be submitted on June 1. He reported that the Dept's attrition rate needs to be reduced to 8%, resulting in fewer positions. The Dept will be able to accomplish this through anticipated increase in number of retirees in the upcoming year. He also reported that the Controller has recognized the $400K in revenues that the Dept identified, and has placed it into Administrative Reserve. At this point the City's budget is still out of balance by about $85 million, so they may have to initiate some of the 10% 2nd level cuts. TANF is expected to be renewed, as is the Challenge grant and AB 1913.
   Comm. Hale said that Supervisor McGoldrick commented at one of the hearings that this Dept's budget was very well presented. He commended the Dept for their good work.
   c. *Status report on Juvenile Detention Alternatives Initiative (JDAI) Project by James Bell*
   Mr. Bell first reviewed what the Risk Assessment Instrument workgroup has discovered. In test running a revised detention instrument, they found that even with a revised form, the level of detention would not have been significantly changed. And there was no indication of any disproportionality in regards to race. This finding has to be further analyzed, but one large reason for detention happened to be the unavailability of a responsible parent/relative to release to. Gary Bieringer, Chair of the pre disposition workgroup reported the 4 main recommendations developed by that group. They were: day evening reporting centers; more support for Intake POs, --eg. Case manager, or social worker; involving DHS in the process (eg. in the creation of alternate short term placements); attention paid to

seeing how to make the Woodside Learning Center more relevant to the educational needs of the youth. Another resource would be a community shadowing process.
Principles behind the changes would be: accountability of the provider, decent wages for the provider, and institutionalization of the services.
J. Bell reported that the Post disposition workgroup is working on analyzing 23 files of people in JH, to see what the barriers to placement are, so that systemic adjustments can be made.
Bell discussed briefly about the Disproportionate Minority Confinement workgroup. They are going to look at the detention data for 5 months and will be breaking out more details as to crimes, neighborhoods, races, ages, and begin to see what can be done. Liz Jackson-Simpson reported that she had brought a significant amount of information/data being gathered by another initiative of the Dept, to the JDAI effort, which should facilitate their work, without duplicating any work already done.
Bell reported that staffing for this project is being set up and that job announcements should be ready by this Friday.

(public comments)

There was none.

4. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
5. ***(ACTION) Consideration of action on Resolution to reimburse the City for certain expenditures from proceeds of future indebtedness, in the construction of the new Juvenile Hall.***

This item was tabled until further notice.

(public comments)

There was none.

6. ***(DISCUSSION) Dept of Children, Youth & their Families' presentation on the Children's Plan for 2002-03.***

Brenda Lopez, Director of DCYF, presented the Community Needs Assessment Plan, as required by Prop. D. There was an increase in the amount of the set aside this year, representing about a $1.4 million increase in the total amount available for children's funding. Only about 14% of their budget comes from general fund monies. The rest comes from the set aside, and special grants they have obtained. Prop D also set a baseline of spending at $67 mil/yr. And they actually have gone beyond that baseline by $9 mil.
The Needs Assessment gave a summary of things learned from focus groups and community meetings, and provides a framework for them to plan for selection of appropriate service providers.
Lopez reported that the relationships between the two depts (DCYF and JPD) is a good one. She reviewed some of the places that the public can go in order to see what the DCYF is up to (eg. their website).
Comm. Hale thanked Ms. Lopez for the extensive work her dept did in preparing this document.

(public comments)

There was none.

7. ***DISCUSSION) TANF draft expenditure plan for 2002-03.***

L. Jackson-Simpson said that this was just a draft of how the TANF spending plan is being constructed, but final funding decisions from TANF are not known, it is hoped that this plan will be able to be funded at the levels stated. The final county plan needs to be approved by the JJCC, and when that is done, and contractors are selected, the Commission will have to approve the contracts. Jackson-Simpson pointed to some of the changes (eg. NFTE and the Performing Arts Workshop being halved, and the reduction in the PrIDE contract cost, and the addition of 2 people to that service). The reduction in the PAW contract will go to supporting the Drug Assessor, and the Ombudsman.

(public comments)

There was none.

8. ***(DISCUSSION) Review of status of the Dept. anti-harassment policy/procedures for detained youth.***

This is the topic of the closed session. Public comments were taken before adjourning.

(public comments)

Jessica Nowlan Green reported that work has continued since Feb. on this policy, and she feels they have been totally cooperative to the changes suggested by the City Attorney and Dept. and are ready to move forward. She urged the Commission to make this a priority and act on it soon.
Rebekah Evenson also urged the Commission to act quickly. She expressed some concerns that delays since April and further suggested changes are gutting their policy, and urged that the Commission put back some of those further changes. Eg. elimination of oversight by the Juvenile Justice Commission. Allowing for longer times for investigations on complaints.
Marja Sanchez also echoed her support for the expeditious passage of the policy.
All speakers supported the policy and urged the Commission to endorse and enact this policy.
Comm. Dupre reiterated his commitment to this issue.
Comm. Hale acknowledged the comments and stated that the Commission still needs to heed the advice of their counsel, the City Attorney, and assured them that when all questions are answered, the Commission will be able to act in as expeditious a manner as possible.
Adjourn to CLOSED SESSION under Government Code 54956.7, and SF Admin Code § 67.10(e) *to confer with the City's designated representatives regarding matters within the scope of collective bargaining (in the matter of the anti-harassment policy)*
The Commission adjourned to closed session at 7:05pm

Reconvene in OPEN SESSION*, and, pursuant to SF Admin Code 67.12, consider whether to disclose any portion of discussion held in closed session.*
The session ended at 7:50 pm. Due to a lack of quorum. The Commission reconvened in open session and voted to not disclose any portion of the discussion held in closed session.

9. ***(DISCUSSION) Committee Chair Reports***
   - ***Program Committee: report on the discussions held in meeting of May 21, 2002***

   At the direction of the President, this item was tabled until the next Commission meeting.
   (public comments)
10. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission***
    There was none.
11. ***(DISCUSSION) Announcements, requests for future agenda items.***
    The item was tabled.
12. ***(ACTION) Adjournment***
    Having no quorum, the meeting was adjourned at 7:51 pm.

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

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NOTICE OF REGULAR MEETING
To be held at City Hall rm 400
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102

5:30 pm Wednesday, June 26, 2002

AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of May 22, 2002 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for May '02.*
   a. *Status report on Juvenile Hall Replacement Project*
   b. *Update on FY 02-03 Budget Status*
   c. *Report on the panel presentation at the 2002 OJJDP National Youth Gang Symposium.*
   d. *Presentation of badges to Log Cabin Ranch and Juvenile Hall Directors*
   (public comments)
4. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
5. ***(ACTION) Consideration of action to allow the Dept to enter into negotiations with** Dialogic Communications Corporation **for an Emergency Notification System contract.***
6. ***(DISCUSSION) Review of Programs Committee recommendations on the following TANF grant services (up to the maximum amounts shown)***
   - *Bay Area Legal Aid ($100,000)*
   - *CARECEN ($100,000)*
   - *Edgewood Center for Children and Families ($100,000)*
   - *Girls After School Academy ($70,000)*
   - *Girls 2000 ($100,000)*
   - *Instituto Familiar de la Raza ($100,000)*
   - *Morrisania West ($100,000)*
   - *National Foundation for Teaching Entrepreneurship ($50,000)*
   - *Richmond District Neighborhood Center ($96,418)*
   - *Samoan Community Development Center ($100,000)*
   - *Special Services for Groups ($100,000)*
   - *Vietnamese Youth Development Center ($54,000)*

   (public comments)
7. ***(DISCUSSION) Review of status of the Dept. anti-harassment policy/procedures for detained youth.***
   (public comments)
8. ***(DISCUSSION) Committee Chair Reports***
   - ***Program Committee: report on the discussions held in meeting of June 18, 2002***

   (public comments)
9. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission***
10. ***(DISCUSSION) Announcements, requests for future agenda items.***
11. ***(ACTION) Adjournment***

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by June 25. Please call the office to make arrangements.)

June 19, 2002

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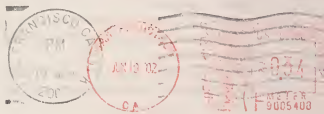

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CITY AND COUNTY OF SAN FRANCISCO
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5:30 pm Wednesday, June 26, 2002

REVISED AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of May 22, 2002 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for May '02.*
   a. *Status report on Juvenile Hall Replacement Project*
   b. *Update on FY 02-03 Budget Status*
   c *Report on the panel presentation at the 2002 OJJDP National Youth Gang Symposium.*
   d *Presentation of badges to Log Cabin Ranch and Juvenile Hall Directors*
   (public comments)
4. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
5. *(ACTION) Consideration of action to allow the Dept to enter into negotiations with Dialogic Communications Corporation for an Emergency Notification System contract.*
6. *(ACTION) Consideration of action to allow the Dept to enter into a contract with a vendor to integrate the PrIDE program into the Dept's IS.*
7. *(DISCUSSION) Review of Programs Committee recommendations on the following TANF grant services (up to the maximum amounts shown)*
   - *Bay Area Legal Aid ($100,000)*
   - *CARECEN ($100,000)*
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   (public comments)
8. *(DISCUSSION) Review of status of the Dept. anti-harassment policy/procedures for detained youth.*
   (public comments)
9. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee: report on the discussions held in meeting of June 18, 2002*

   (public comments)
10. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
11. *(DISCUSSION) Announcements, requests for future agenda items.*
12. *(ACTION) Adjournment*

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June 20, 2002

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF JUNE 26, 2002 REGULAR MEETING
held at City Hall rm 400 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

The minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. ***(ACTION) Roll Call***
   The meeting was called to order by the President at 5:40pm Comms. Ricci, Grossman, Bonilla, Chuck were present at the gavel. Comms. Richard and Dupre arrived at 5:53pm and 6:01pm, respectively.
2. ***(ACTION) Review and approval of May 22, 2002 meeting minutes***
   Upon motion and second, the minutes were approved as written. 5-0. Comm. Chuck abstained.
   (public comments)
3. ***(DISCUSSION) Chief Probation Officer's Report***
   a. *Status report on Juvenile Hall Replacement Project*
      The Chief reported that the Bd of Supervisors approved the two resolutions that will allow the Juvenile Hall replacement project to go forward. They voted to accept the BOC grant, and to issue the necessary Certificates of Participation, in order to pay the local portion of the project's cost. The Chief commended a number of people who helped through the entire process of achieving this goal, with a special thanks to Supervisor Hall and Leno for sponsoring the legislation necessary for this.
      Chris Bigelow said that with the new developments, and other ongoing activities, the expected advertisement for a contractor would now probably happen in Sept, with ground breaking occurring in Jan or Feb. of 2003.
      Comm. Hale also acknowledged the hard work of everyone concerned with this project. He reminded everyone that the Commission is still committed to reducing the number of detainees in Juvenile Hall.
   b. *Update on FY 02-03 Budget Status*
      Ed Lopatin reported on the recent meetings with the Bd of Supes. Harvey Rose's recommendations for cuts come in positions in Juvenile Hall, OT, some in Probation Services (contract with CYA), Asst. Director for LCRS.
      The reduction in JH staff will be 5.5 counselors, a secretary in the Administration.
      The Chief announced that this would be E. Lopatin's last meeting, as he is retiring. The Chief spoke highly of Ed's work in the 5 yrs he has been in the Dept. and thanked him for his work, which helped the Dept. identify more than a million in revenues in the past two years. The Chief mentioned that Supervisor McGoldrick commented that this Dept's budget was the best of all Depts presented to the Bd.
      Ed thanked everyone and said that he was happy that the Dept had improved so much these past years, and looked forward to coming back to see the new Juvenile Hall.
      The Chief said that Ed's last day would be July 5. There will be a recruitment for his replacement, but in the interim, Mark Lui will be Acting Director of Finance.
   c. *Report on the panel presentation at the 2002 OJJDP National Youth Gang Symposium.*
      L. Jackson-Simpson gave a short report on the Symposium, which was attended by a contingent of about 50 San Francisco community and city workers. She talked about different workshops and panels that included San Francisco representatives, and said that the experience for all the SF attendees was a good, educational one.
   d. *Presentation of badges to Log Cabin Ranch and Juvenile Hall Directors*
      The Chief spoke warmly about both Donald Sanders and Tim Diestal, before presenting them their badges. Tim Diestal thanked everyone and said he was honored and happy to be in this position as the Dept moves toward a new facility.
   (public comments) There was none
4. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation***

Commission.

There was none. Comm. Hale invited Commissioners to speak. Comm. Grossman thanked E. Lopatin for his great work in making the budget understandable and workable. She wished him well. She also congratulated both T. Diestal and D. Sanders. Comm. Ricci echoed Comm. Grossman's comments.

5. ***(ACTION) Consideration of action to allow the Dept to enter into negotiations with*** *Dialogic Communications Corporation* ***for an Emergency Notification System contract.***

L. Jackson-Simpson reviewed the process of finding a vendor for putting an emergency notification system in place, in cases of incidents of public safety surrounding the Dept. She introduced Lonnie Holmes who introduced a representative from Dialogic Communications. He explained the high speed interactive notification system, which will actually offer more than what was called for in the RFQ. The system would allow the Dept to deploy a large scale quick notification of pre determined neighborhoods. Ongoing notification during incidents could be done, to give progress reports. Ques: what's the current protocol? Ans: there are 6 numbers in the community that are called (these numbers were given to the Dept by a community coalition). The funding level is $55,000 over 4 yrs.

It was moved and seconded. There was no further discussion. The question was called and upon voice vote, passed 7-0.

Comm. Hale excused himself from the meeting and handed over the gavel to Comm. Dúpre.

6. ***(ACTION) Consideration of action to allow the Dept to enter into a contract with a vendor to integrate the PrIDE program into the Dept's IS.***

L. Jackson-Simpson recounted the process where the PrIDE program was requested by the Commission to come up with a transition plan where it would come under the direction and maintenance of the Dept. There were 4 responses to the RFP and after an objective review process, LaFrance was chosen. It is a 15 yr old organization, and has done the evaluation of the Challenge I grant for SF. L. Jackson-Simpson stated that the PrIDE program has been physically moved into the IT division, already.

It was moved and seconded to approve the contract negotiation. There was no further discussion. The question was called and upon voice vote, the motion passed 5-0.

7. ***(DISCUSSION) Review of Programs Committee recommendations on the following TANF grant services (up to the maximum amounts shown)***

There was a short discussion about how to present this, and in summary it was decided that since this is not an action item, the Program Committee did review all of the grantees (see minutes of the Program Comm. Mtg), there were no significant questions that raised opposition to the Dept recommendations, then Liz Jackson-Simpson gave a short introduction of each grantee as representatives made themselves available for questions from the Commission.

- *Bay Area Legal Aid ($100,000)*
  They have served 75 families under this grant.
- *CARECEN ($100,000)*
- *Edgewood Center for Children and Families ($100,000)*
- *Girls After School Academy ($70,000)*
- *Girls 2000 ($100,000)*
- *Instituto Familiar de la Raza ($100,000)*
  They operate their leather workshop at RAP HS, M/W 4-6pm
- *Morrisania West ($100,000)*
- *National Foundation for Teaching Entrepreneurship ($50,000)*
  L.Jackson-Simpson explained that this was a reduction from last year, to specifically support their work at LCRS.
- *Richmond District Neighborhood Center ($96,418)*
- *Samoan Community Development Center ($100,000)*

Ques: how did they measure the success of the anger management program? Ans. Based on evaluations, pre and post testing of the young people, seeing how they changed their views on how they acted or felt in the past.

- *Special Services for Groups ($100,000)*
- *Vietnamese Youth Development Center ($54,000)*

Ques: what is the reason for serving a number of Bayview Hunters' Point residents?

L. Jackson-Simpson said that the Tenderloin is a hub where a lot of young people hang out. And this is not just for Asian Pacific Islanders.

Comm. Dupre commended L. Jackson-Simpson for her commitment to these programs, and the Chief for using TANF funds for this.

At the conclusion of the presentation, there was a motion, and second, to approve the proposed grants, subject to JJCC approval of the TANF spending plan. The question was called, and upon voice vote, passed 6-0.

(public comments) There was none.

8. ***(DISCUSSION) Review of status of the Dept. anti-harassment policy/procedures for detained youth.***

Cassie Coleman gave a short report which summarized the points made in a previous correspondence to the Commission, outlining that the process is still undergoing cross referencing with the City Attorney's office to make sure all the provisions in this document/policy are not in conflict with existing policies and/or conditions of employment (such as discipline for infractions), and that the different items are clearly delineated. They hope to have a final document for the next Commission meeting.

(public comments) There was none.

9. ***(DISCUSSION) Committee Chair Reports***

- ***Program Committee: report on the discussions held in meeting of June 18, 2002***

Comm. Durpe recapped that the Program Committee had a thorough review of the TANF grantees acted upon earlier, and also looked at issues of programs at LCRS; including the organic gardening project. He also mentioned that the Advisory Committee would soon be getting underway.

(public comments) There was none.

10. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission***

NTanya Lee asked about the funds for the PrIDE program, if they were TANF,and how much. Ans. Yes, $225,000.

11. ***(DISCUSSION) Announcements, requests for future agenda items.*** There was none.

12. ***(ACTION) Adjournment***

There being no further business, the meeting was adjourned at 7:45pm

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING
To be held at City Hall rm 400
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5:30 pm Wednesday, July 24, 2002

AGENDA

1. ***(ACTION) Roll Call***
2. ***(ACTION) Review and approval of*** *June 26,* ***2002 meeting minutes***
   (public comments)
3. ***(DISCUSSION) Chief Probation Officer's Report:*** ***explanatory document: monthly report for May '02.*
   a. Status report on Juvenile Hall Replacement Project
   b. Update on FY 02-03 Budget Status
   (public comments)
4. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
5. *(ACTION)* ***Consideration and possible action on Program Committee's recommendation regarding*** *continuing support of* ***the Dept's*** *general fund supported community based contractors. **explanatory document: Dept assesssment report.*
   - ***Community Youth Center***
   - ***Potrero Hill Neighborhood House***
   - ***Vietnamese Youth Development Center***
   - ***Bayview Hunters Point Foundation***
   - ***Morrisania West, Inc***
   - ***Office of Samoan Affairs***
   - ***Instituto Familiar De La Raza***
   - ***CYO-San Francisco Boys' & Girls Home***
   - ***Ella Hill Hutch Community Center***
   - ***SF YWCA***
   - ***Detention Diversion Advocacy Program***
   - ***Mission Neighborhood Center***
   - ***Huckleberry Youth Services***

   (public comment)
6. ***(DISCUSSION)*** *Report on the Log Cabin Ranch Comprehensive Plan - Donald Sanders & Liz Jackson Simpson*
7. *(DISCUSSION)* ***Review of status of the Dept. anti-harassment policy/procedures for detained youth.***
   (public comments)
8. ***(DISCUSSION) Committee Chair Reports***
   - ***Program Committee: report on the discussions held in meeting of June 18, 2002***

   (public comments)
9. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission***
10. ***(DISCUSSION) Announcements, requests for future agenda items.***
    - *Recognition from the California Board of Corrections, regarding Standards and Training for Corrections*
11. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by July 22. Please call the office to make arrangements.)

July 18, 2002

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MINUTES OF JULY 24, 2002 REGULAR MEETING
held at City Hall rm 400 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up.

1. ***(ACTION) Roll Call***
   The meeting was called to order at 6:00pm Comms. Hale, Dupre, Chuck, Bonilla were present at the gavel. Comm. Richard arrived at 6:30pm
2. ***(ACTION) Review and approval of June 26, 2002 meeting minutes***
   The minutes were approved as written. Comm. Richard had a concern that his comments were not recorded equally in the minutes as other Commissioners' comments were, and that he hoped in all future minutes, all speakers would have equitable representation.
   (public comments)
3. ***(DISCUSSION) Chief Probation Officer's Report.***
   a. Status report on Juvenile Hall Replacement Project
   Chris Bigelow had nothing new to report.
   Comm. Hale asked what was being done in keeping staff updated on this project. The Chief Said that they had not had a general meeting recently about it, but expect to have one around Sept. There are circulars posted around the building that announce various aspects of it.
   b. Update on FY 02-03 Budget Status
   Mark Lui reported that the full Board met on Monday but had nothing new to report. They will be meeting again on the 29th and hopefully then the budget will be passed. The Budget Committee accepted Harvey Rose's recommendations regarding the Dept's budget. (cut in CYA contract -$75K; cut Sr. Counselor; cut in OT of $150K; but an increase of $250K in OT accepted; cut of Asst Director of LCRS; --the funds for that position were left in the budget, but not the position—the Dept will try to fill that position through some personnel actions to get the position back. Various positions from Juvenile Hall were cut, but they could change. Local 790 still in negotiations with the Mayor's office on the "give back" and depending on how this turns out, there may be a chance to get back the Hall positions.
   In regards to the current fiscal year budget, it appears that it will balance. There is still a balance of $50K but the Dept's costs for STC training, could take $120K from the Dept before closing the books.
   The Dept still has to pay CYA for commitments made this year, totaling $470K. Overall, the Dept should finish with a surplus.
   Comm. Hale asked about impact from the cutting of the counseling positions. The Chief said that if the number of kids in the hall remain low, then maybe the loss of the positions will not affect us much.
   Currently the Dept is working with Local 790 on setting alternative work schedules, in one unit, and it if works out, they may be able to do it throughout the hall.
   (public comments)
   Comm. Dupré asked about the utilization report, showing Instituto de Familiar de la Raza had 10 vacancies. Lonnie Holmes explained that there has been a recent dearth of referral of Hispanics, but a more recent tally would show probably half that number of vacancies. As for DDAP, their numbers do fluctuate up and down.
   The Chief said that one of the groups working on the JDAI process is looking at how our providers could provide additional pre adjudication services to kids who would otherwise end up in Juvenile Hall.
   Comm. Dupré asked about the stat showing that Western Addition was tied with Hunters Point for the second highest population of youth in juvenile hall. Was this a new trend? The Chief said that this is not new, or unusual.
4. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
   There was none.
5. ***(ACTION) Consideration and possible action on Program Committee's recommendation regarding continuing support of the Dept's general fund supported community based contractors***

Comm. Hale asked to separate the individual contractors due to a conflict of interest in regards the Bayview Hunters Point Foundation grant. Comm. Richard reported that he had requested the contractors appear at this meeting so that all Commissioners would be able to hear what the contractors were doing., Comm. Bonilla Asked that the contractors report how they track the academic achievement of the students they serve. Liz Jackson-Simpson said that she wanted to use the process followed by the review of the TANF grants. She briefly reviewed what the programs were, mentioning that the various benchmarks for the programs were different for different programs. This assessment represents a snapshot of 6 mos of operation, and are self reports from the orgs, and an assessment by the Senior Analyst (Lonnie Holmes).
L. Holmes commented that most of the CBOs have been providing services to the Dept for nearly 10 years, and a strength is that they have had very little staff turnover, which adds to the success of the programs.

- *Community Youth Center*
  The strength of this program is its bilingual approach, and the stability of its staff. There were no outstanding questions.
- *Potrero Hill Neighborhood House*
  The program coordinator mentioned that the support for vehicle maintenance is a great help as she has to make many trips to serve the client base. As to academic progress, she mentioned some of the processes they use to try to keep up with the students' progress. Enola Maxwell stressed the need to provide more health/mental services to youth.
  Comm. Hale agreed that there needs to be better and wider coordination between youth service providers.
- *Vietnamese Youth Development Center*
  They have had no serious problems in their operations and look forward to continuing good results in the upcoming year. Comm. Dupré asked if they had noticed any trends in the population they were serving. Ans: parent involvement has been increasing over the years, and this is a very valuable resource.
- *Bayview Hunters Point Foundation*
  Currently there are 21 active cases, with a couple of new ones just referred. They are going to add another part time staff to aid in this program. Some examples of what they consider success for their participants. Any improvement over what previous behavior or achievement patterns were, is considered a success. Eg. a one grade point improvement, going to school a couple or a few hours a day more than they had been going, or more days a week than they had been going. Comm. Dupré asked if there is a trend emerging in the Bayview Hunters Point. Ans: yes, younger and younger kids are getting involved.
- *Morrisania West, Inc*
  A trend they see is that post Sept 11, the young people seem more serious. Maurice James stated that they are integrating this program more closely with their other program services.
- *Office of Samoan Affairs*
  They are working hard to pull more resources into their services so that they can better serve their clients. They are putting some of their cases into college programs to give them alternatives to their prior activities. They asked for consideration of an icrease to their grant amount.
  Comm. Richard asked L.Holmes to respond about the results of curfew checks the organizations do. Has this been consistent and do the results show that clients are abiding by the restrictions?
  Comm. Bonilla said that he was happy to hear that they were referring youth to city college. This is the type of result he was looking for. Comm. Dupré asked if there were any emerging issues in the Samoan community. Ans: there are younger girls becoming involved, and the insularity of the family structure doesn't allow them to seek outside help.
- *Instituto Familiar De La Raza*
  They reported that they do weekly checks on the school progress of their clients. They pay attention to the academic programs their clients have to make sure they are attaining the required credits. This is especially true for the IEPs for special ed. students. What is a trend in their community? Lots of younger kids and many monolingual youths who are referred to them as pre adjudicated clients. Comm. Richard asked what a typical day is like. Ans: they have to be in touch with the family, the schools, the PO, the courts, and at any point may have to meet with one or more per day to discuss the client's case. This is in addition to the direct meeting with the client and seeing them while they are participating in different services (eg. discussion groups) They are concerned for the safety of young girls due to sexual exploitation and growing web based activities.
- *CYO-San Francisco Boys' & Girls Home*

They work in conjunction with SFUSD's Bay High School, until they return to their own homes and possibly get re integrated into a district high school. Sometimes, they may stay with Bay High. This year they have been providing more individual and family therapy for the youth (not funded by this contract). They have been trying to serve more girls with gender specific staffing and service. The contact between this org and the SFUSD staff is close so they are always on top of how the youth are doing at school. Comm. Richard asked how long the average stay is at the shelter Ans: 90 days to 5 mos. The extension beyond 90 days can be ordered by the PO or the Courts.

- *Ella Hill Hutch Community Center*
  They do a mentorship program and it is hard getting mentors because they want to know how much money they get. Comm. Dupré asked about emerging issues. Ans: young females involved in violence. They are supposed to serve 32 youth a year. He has 16-17 on his caseload at a time.
- *SF YWCA*
  They have been doing a good job in opening up the girls they work with to other life opportunities, eg. college, job options. They have been also doing photography workshops and this has been a very positive experience for the girls. Comm. Dupré asked about the site they work from. Ans: they have a good relationship with the new owners of their building so there is no problem with them continuing their work there.
  Comm. Richard mentioned a program called Young Women for Growth, and suggested they touch base with them.
- *Detention Diversion Advocacy Program*
  No representative was in attendance.
- *Mission Neighborhood Center*
  No representative was present.
- *Huckleberry Youth Services*
  They work with status offenders on short term, crises intervention, counseling, with some referral services to other orgs.

Comm. Bonilla asked why DDAP and Mission Neighborhood Center were not present. L. Holmes said he'd get back to the Commission about that. Comm. Chuck asked if the staff had any thoughts regarding the changing characteristics of the populations being served by individual organizations. L. Holmes commented regarding the problems with gangs, the increased numbers of shootings, and other types of criminal activities demands that people redouble their efforts to steer young people away from such behavior. He said that we need to re look at the approaches we are using to address the problem. In responding to the question of curfew checks, he said that this is up to the discretion of the PO as to frequency and times to make the check.

Comm. Bonilla moved to approve the above continuing grants, with the proviso that DDAP and Mission Neighborhood Centers come to the next Commission to report.

Comm. Hale amended Comm. Bonilla's motion to exclude Bayview Hunter's Point Foundation, to be voted on separately. Comm. Richard made this motion.

The Chief clarified that the motion is to approve the grants up to the amounts recommended, dependent on funds availability.

After public comment, the question was called. By roll call vote, all Commissioners voted in favor of the motion.

Motion passed 5-0.

Comm. Dupré took the Chair to ask for a motion on Bayview Hunter's Point Foundation grant. Upon motion, with second, a roll call vote was held and Comms. Dupre, Bonilla, Chuck, and Richard voted in favor of the motion. Comm. Hale abstained. The motion passed 4-0.

Comm. Dupré stated that he would like to see the longstanding CBO providers recognized in some way by the Dept.

Comm. Richard echoed this. He asked L. Holmes of the possibility of hosting a "mixer" for all the CBOs wherein such recognition could be made. He offered to help make this happen. He also said he wanted to come by all the CBOs to see what they are doing. Liz Jackson-Simpson thanked the Commission for the suggestion and agreed.

Comm. Chuck also agreed. He wondered if there were any ways the Dept/Commission could help get the word out to a wider public who might be interested in giving financial support to them. Comm. Hale thanked the CBOs for all their hard work.

(public comment)

A youth from Y-Mac stated that he was in support of the JDAI process. Comm. Hale said that it was important to have youth organizations like Y-MAC be active in the decision making process, but he also said that it is important that young people are provided with accurate information, so they are not misled and speaking from incorrect information. He is troubled that many of the young people are being manipulated and given mis information (Y-MAC not withstanding).

6. ***(DISCUSSION) Report on the Log Cabin Ranch Comprehensive Plan - Donald Sanders & Liz Jackson Simpson***

The Chief reiterated that at the last meeting, the Dept reported it would have a revised plan to be distributed by the August meeting, but this would be an overview of that.

D. Sanders reported that last year they had a 60% success rate, and this year so far they are at 0% recidivism. He said this was due to their community based, culturally competent, consumer guided programs. In revising the programs they have started a comprehensive assessment protocol, added counselors, social workers, substance abuse counselor, removed dead time. Liz Jackson-Simpson mentioned a prior program she was working with through a federal grant, which brings a multi disciplinary approach to working with the youth at LCRS. There is now such a team of workers who are working with the youth once they enter the ranch, and not just when they are ready to leave. The grant allocated $300K for the work at LCRS. The different resources they have at LCRS will also be available to the youth back in the community.

Comm. Richard asked what connection there is with Yo!SF and the ranch. Liz Jackson-Simpson explained that those grants are geographic specific. If a youth does not live within the boundaries of where those centers are located, then they are not eligible for those services.

7. ***(DISCUSSION) Review of status of the Dept. anti-harassment policy/procedures for detained youth.***

Cassie Coleman handed out a detailed flowchart of the harassment process. There has been ongoing research on the legal as well as logistical questions. The final document is hoped to be ready for discussion at the next Commission meeting (August). Comm. Hale said he is looking forward to a final product which encompasses and is consistent with all the legal issues involved.

(public comments) There was none.

8. ***(DISCUSSION) Committee Chair Reports***

- ***Program Committee: report on the discussions held in meeting of June 18, 2002***

  Comm. Richard said that the LCRS Advisory Committee met and will have its next meeting on July 31. He asked if R. Sanchez, the Chief, Asst. Chief, and D. Sanders to be present also. The other portion of the meeting was for the review of the CBO grants, but it was decided to allow the full Commission to hear the presentations in case they had any questions.

(public comments) There was none.

9. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission***

10. ***(DISCUSSION) Announcements, requests for future agenda items.***

- *Recognition from the California Board of Corrections, regarding Standards and Training for Corrections*

  The Chief read a letter from Bd of Corrections commending Cecile Erhemann for her work in maintaining the Dept's compliance with the State's STC training requirements. This acknowledgement also extended to Dennis Doyle's assistance.

  Comm. Richard reported that they were holding a 3 on 3 basketball tournament this weekend and would like the Chief to come out and hand out the awards. The Chief declined, saying he would be out of town. The Asst. Chief was asked to fill-in.

11. ***(ACTION) Adjournment***

There being no further business, the meeting was adjourned at 8:22pm. (meeting proceedings recorded by John Knox, YGC Vocational Programs)

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5:30 pm Wednesday, August 28, 2002

AGENDA

1. ***(ACTION) Roll Call***
2. ***(ACTION) Review and approval of*** *July 24,* ***2002 meeting minutes***
   (public comments)
3. ***(DISCUSSION) Chief Probation Officer's Report:*** ***explanatory document: monthly report for June '02.*
   a. *Status report on Juvenile Hall Replacement Project*
   b. *Update on FY 02-03 Budget Status*
   (public comments)
4. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
5. ***(DISCUSSION)*** *Report from Detention Diversion Advocacy Project, and Mission Neighborhood Centers on the progress of their contracted services (as requested by Comm. Bonilla)*
   (public comment)
6. ***(ACTION)*** *Review and possible approval of the Log Cabin Ranch Comprehensive Plan. **explanatory document: LCRS Comprehensive Plan.*
   (public comments)
7. *(DISCUSSION)* ***Review of the final Dept. anti-harassment policy/procedures for detained youth.*** ***explanatory document: Anti-harassment policy.*
   (public comments)
8. ***(DISCUSSION) Committee Chair Reports***
   - ***Program Committee: report on the discussions held in meeting of August 20, 2002***

   (public comments)
9. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission***
10. ***(DISCUSSION) Announcements, requests for future agenda items.***
    Next Commission meeting to be at YGC..
11. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by August 26. Please call the office to make arrangements.)

August 22, 2002

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SEP 11 2002
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MINUTES OF AUGUST 28, 2002 REGULAR MEETING
held at City Hall rm 400 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. ***(ACTION) Roll Call***
   The meeting was called to order at 5:50pm. Comms. Hale, Dupre, Ricci, Bonilla were present at the gavel. Comms. Grossman, Chuck were excused. Comm. Richard was enroute. There was a quorum.
2. ***(ACTION) Review and approval of July 24, 2002 meeting minutes***
   The minutes were approved as written.
   (public comments) There was none.
3. ***(DISCUSSION) Chief Probation Officer's Report:*** ***explanatory document: monthly report for June '02.***
   a. *Status report on Juvenile Hall Replacement Project*
      Joanne Chow Winship reported that the project was continuing, with construction documents being finalized and reviewed. They will go to the Bd of Corrections for review before ads go out requesting bids. The certificates of participation will be issued in 2003, with a construction contract due in Feb. 2003, and start of demolition in March 2003, beginning with hazardous materials abatement. The relocation plan is proceeding, to be done by mid Sept. Dept. 30 will move when demolition starts.
      There was a question of the deadline for BOC funds. Winship said that those funds must be spent by a given deadline, and that they anticipate using those funds up first in order to make that deadline, and completing the project with the local funds.
      Winship also mentioned that the shared roadway at LCRS would undergo widening, starting in Dec. 2002 and complete by July 2003. There will be a stoplight installed at that entry point, intersection.
   b. *Update on FY 02-03 Budget Status*
      Mark Lui reported on the '01-'02 budget summary. The Dept ended the year with a small surplus, further funds were identified through Title 4e reimbursements, charging some of their tenants for administrative services, energy savings, and reduction of work ordered amounts to other depts.
      In the new (current) fiscal year, there have been cutbacks. Harvey Rose cut 4 positions from the current budget. 3-4 other positions have been put on half time. There were further cutbacks in OT and contractual services from CYA. There are 40 vacancies projected in the Dept, but will be trying to get them filled. There is an anticipated $400K revenue stream for this year, which was put in "reserve" by the Controller. If this doesn't materialize as expected, it will result in a further deficit in the Dept's budget. Workers comp. rises with the rise of OT, so the Dept will be paying attention to this.
      The budget process for '03-'04 may be starting a month earlier this year.
      Comm. Hale said that while this year's experience was very difficult, the upcoming might be even more so. He wanted to know how the vacancies would affect the quality of services the Dept can provide? He said he was confident the Commission's Finance Committee would be looking closely at this and all issues of the budget.
      The Chief announced that Asst. Chief Tucker is still out of town due to her mother's death, and asked that this meeting be adjourned in her memory.
   (public comments) There was none.
4. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.***
   There was none.
5. ***(DISCUSSION) Report from Detention Diversion Advocacy Project, and Mission Neighborhood Centers on the progress of their contracted services (as requested by Comm. Bonilla)***

There was no rep. from the Detention Diversion Advocacy Project. Liz Jackson-Simpson introduced the staff from the Mission Neighborhood Centers' Home Detention program. Tracy Brown is the Program Director of the Home Detention Program, contracted for $138K a year. She talked a little about some of the collaborations they have with other service providers, (eg. Yo!SF) where they are able to refer the youth there for employment services. Joanna Hernandez, Monica Trujillo and Camille Dawkins were introduced as project staff.
Comm. Bonilla asked about their ed. Component and employment placement. T. Brown said that primarily they are required to carry out the POs directions regarding the youth's being in school and other restrictions while awaiting their hearing. They try to get the youth into a school and make sure they stay in, and if there are other conditions, they monitor those. The employment work is basically using MYEEP placements as job experience, or through stipends from the YGC Volunteer Auxiliary, but Yo!SF provides other search options.
Comm. Bonilla explained that he was particularly interested in the educational foundation of the youth, knowing that it is through this that the youth will improve.
Comm. Dupre asked it there were any issues that they wanted make known to the Commission. They replied that one of the most serious problems they see growing, is prostitution, from a very young age.
Comm. Hale asked about education. What is the qualitative evaluation of these youth as to their performance in school. Are they improving? The contractor said they do see a change during the time they are in the program, because they need to in preparation for their hearing.
Ques: is there enough technical assistance given to the contractor, or is funding an issue.
The contractor indicated there is technical assistance.
Comm. Hale asked specifically whether PrIDE has developed enough data on the academic progress of the youth in our programs, individual and as they relate to particular programs.
He also raised the issue of how the Dept could be pro active in responding to rising issues such as prostittution, and somehow working with the CBOs to move on them with resources.
L. Jackson-Simpson said that in as far as the Home Detention program goes, there's not really not much that can be done by the contractor in the 2 weeks youth are in the program. She acknowledged the active work of the CBOs in different initiatives that do address issues which may not be a part of their contracted services to the Dept.
The Chief commented that the issue of prostitution is something which impacts the population of girls in JH. One of the questions is how residential placements can be created for such girls, in lieu of JH. The Dept is involved in those discussions.
L. Jackson-Simpson said that they should get a list of resources of their contractors that can help provide some support to those facing this problem, and make it available to them.
Comm. Dupre commented that the Dept is serving as an asset to CBOs to address emerging issues, and commended the Dept for being that.
Comm. Hale asked that the Program Comm. look at the progress made by the Dept in girls' services. He further asked how this Dept can work with other City departments to address such problems as prostitution, since many problems cross the various individual charges of individual departments. Comm. Hale asked that the Dept be more pro active in its collaborative energies to bring the needed attention to different problems, as it appears to have done with girls' issues.
Comm. Bonilla commented that at a recent Program Comm. mtg, he raised the issue of developing a "blue ribbon" task force to investigate the opportunities of creating a girls' oriented program for the site.
Comm. Dupre stated that when he first began doing youthwork in SF, most CBOs were left on their own to deal with issues. Now, while it's still on their shoulders, there are bodies to get the attention of, such as the Commission on the Status of Women.
L. Jackson-Simpson reported that the other agency, Center for Juvenile and Criminal Justice, was not yet present for their report.
Comm. Hale said that if the Dept didn't have any outstanding issues that it wanted to bring to the Commission's attention, then he would table any action on this until they reported at the next Commission meeting.

(public comment) there was none.

6. ***(DISCUSSION) Review and comments on the Log Cabin Ranch Comprehensive Plan.***

The Chief said that this is still a work in progress. What it lays out is the long-range plan for what LCRS will be like, what has already been done and what will be attempt to for this fiscal year. (document available from the Chief's office). The LCRS Advisory Committee is now operational and the Chief asked that this document be the starting point for that body, in its inspection of the Ranch operations. He introduced Donald Sanders, Director of LCRS. He reviewed how he approached this. He said he listened to everyone tell him what they wanted. He has included everything he has learned from all those he talked to.

He walked through a flowchart that showed what steps are taken to ready the young referral to LCRS. A new process now includes the family of the referral, so they can be involved. All assessments done on the young man will be available to everyone (from all divisions) so they all have the same understanding of the background.

The programming at LCRS takes a youth from morning to 9pm. TV is only allowed 3 hrs/wk. They are allowed to watch football on Monday nights. There are game, family, activities, and poetry nights.

Currently there is no student council due to the small population.

There will be a written aftercare plan, monitored by the PO.

Jim Fithian, Vice Principal of the school program, reported on the progress made in this aspect. He reported some very impressive improvements of students' performances measured by more than one assessment tool, in both English and mathematical skills.

They have individual tutoring, and they no longer do "pull out" from regular classes. They have removed the punitive nature of the discipline policy.

Comm. Dupre commented that it would be better to hold off on any action on the Plan until they have come up with a Mission Statement.

L. Jackson-Simpson talked about the Youth Development Crime Prevention Grant, which will be used to create a multi disciplinary web of support of the youth coming out of LCRS, initially, then extended to those coming out of Juvenile Hall. This will provide a multitude of services and supports for these youth.

Another positive addition will be a personal portfolio that each youth maintains, which will document all the accomplishments made by that young person while at LCRS, which can be carried by the youth to whatever he goes onto.

Comm. Dupre asked the staff to address the question of the role of LCRS graduates –eg. the one who completed the Job Corps program-- and also something about the spiritual aspect of programs at LCRS.

Comm. Hale cautioned being overly enthusiastic and expectant about the master plan, giving the example with Dr. Huey Newton, that he learned as the "one stop sign" approach, whereby realistic and tangible goals are set one at a time rather than a shotgun approach which tries for several simultaneous actions which may hold untold individual complications.

He emphasized the need to deal with the young people as individuals, so that they are not lost while the systemic issues are being addressed. He wanted the Dept to make sure they continue having hard evidence through testing that reveal the measures of success for each individual.

The Chief said that the Dept will be meeting with local 790 and staff regarding this plan.

Comm. Hale said it was critical to have staff supportive of the work of the Dept. He further stated that in his years on the Commission, he has never seen any progressive, negative retribution by the Dept toward any staff.

(public comments) There was none.

7. ***(ACTION) Consideration and possible action on resolution to accept and expend $4,647.00 from the Youth Authority, for continuation of the Young Men as Fathers program at Log Cabin Ranch.***

Donald Sanders briefly said that the program is serving all the youth at LCRS, while only about 5 are currently fathers. A group is running this teen fathers program from the Bayview Hunters Point community.

Comm. Ricci commented that the report given by Sanders was very important and useful.

(public comments) There was none

Comm. Dupre moved to approve the resolution, stipulating that at the next Program Comm. there is a breakout of how the funds would be spent. **It was seconded, and upon voice vote, passed unanimously, 5-0.**

8. ***(DISCUSSION) Review of the final Dept. anti-harassment policy/procedures for detained youth.***
Dep. City Attorney Rosa Sanchez reported that this was a procedural update. It needs to be acted upon by the Juvenile Justice Commission for its role in the process. There is a meeting with staff scheduled to get their understanding and approval.. The Probation Commission can review this document for a month and possibly act upon it at the next Commission meeting.
Comm. Hale asked if any stated opposition has been heard from anyone. Ans: nothing yet.
R. Sanchez said that possibly that is due to the open process that led to this document, where there was ample opportunity to air any concerns at every step of the way.
(public comments)

9. ***(DISCUSSION) Committee Chair Reports***
   - ***Program Committee: report on the discussions held in meeting of August 20, 2002.***
   Comm. Dupre reported briefly on the discussions held (minutes available on the City website). He mentioned a concern by Comm. Bonilla on the rough start of the LCRS Advisory Committee. He suggested the Program Comm. Chair take a tighter rein on the process so the Advisory Committee can proceed.
   Comm. Richard agreed to do this.
   Comm. Hale offered that it would be okay to revisit previous decisions. In light of the presentation of the comprehensive plan on LCRS, and the difficulty of the Advisory Committee's getting going, whether there is a continued need to utilize the Advisory Committee. Comm. Dupre said that at the Committee meeting there was a lack of clarity of the role of the Advisory Committee. He also repeated that the comprehensive plan would be a good point to start with. He agreed that the need for the committee could be re-thought.
   Comm. Richard's understanding of the Advisory Committee is that they do have a clear understanding of their role and the protocols. He also clarified that they were told to use the comprehensive plan as a guide. He will meet with them again, and get a final decision on whether to move forward on this or not.
   D. Sanders said that it appeared that some of the Advisory Committee members were confused or frustrated, and needed some leadership.
   There was a short discussion about meetings at LCRS. Not allowed at LCRS.

(public comments) There was none.

10. ***Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission***
L. Jackson-Simpson reported that Andrea Shorter, who was going to report for CJCJ, was unable to stay and apologized for it. She will report at the next Commission meeting.

11. ***(DISCUSSION) Announcements, requests for future agenda items.***
There was none.

12. ***(ACTION) Adjournment***
Comm. Hale commented that the passing of Ms. Tucker's mother saddens the Commission and wanted her to know that the Dept and the Commission's thoughts were with her at this time. The meeting was adjourned in the memory of Asst. CPO Gwen Tucker's mom, Mrs. Mattierean Branch.

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5/02

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING
To be held at Youth Guidance Center Cafeteria
375 Woodside Ave
San Francisco, CA 94127

5:30 pm Wednesday, September 25, 2002

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AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of August 28, 2002 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report: **explanatory document: monthly report for July '02.*
   (public comments)
4. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
5. *(DISCUSSION) Report from the Juvenile Probation Department on the Status of the Detention Diversion Advocacy Project.*
   (public comment)
6. *(ACTION) Review and possible approval of the Log Cabin Ranch Comprehensive Plan. **explanatory document: LCRS Comprehensive Plan.*
   (public comments)
7. *(ACTION) Discuss and possibly set up date for Commission Retreat.*
   (public comments)
8. *(ACTION) Review and possible action on the final Dept. anti-harassment policy/procedures for detained youth. **explanatory document: Anti-harassment policy.*
   (public comments)
9. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee: report on the discussions held in meeting of September 17, 2002*
   (public comments)
   - *Facilities Committee: report on discussion held in meeting of September 19, 2002.*
10. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
11. *(DISCUSSION) Announcements, requests for future agenda items.*
    Next Commission meeting to be held at the OMI Beacon Center, at James Denman Middle School.
12. *(ACTION) Adjournment*

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by September 23. Please call the office to make arrangements.)

September 20, 2002

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CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

MINUTES OF SEPTEMBER 25, 2002 REGULAR MEETING
held at Youth Guidance Center Cafeteria 375 Woodside Ave San Francisco, CA 94127

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. *(ACTION) Roll Call*
   The meeting was called to order by the President at 5:30pm. Comms. Hale, Grossman, Chuck, Bonilla, Richard, and Ricci were present at the gavel. Comm. Dupre arrived at 5:40pm.
2. *(ACTION) Review and approval of August 28, 2002 meeting minutes*
   The minutes were approved as written.
   (public comments) There was none.
3. *(DISCUSSION) Chief Probation Officer's Report.*
   The Chief reported that there will be changes in the format and information of the monthly stats given to the Commissioners. A draft of the new report will be given to them next month for their comments.
   Comm. Hale commented that upon review of the stats, the one showing Juvenile Hall population comparisons of Bay Area counties, showed that in general, numbers seem to increase and decrease in similar relationship with each other and wondered if there was an explanation for this. The Chief said that there are cyclical moves of numbers for SF, but that sometimes SF actually changes in opposition to the change of others (ie. when they are higher, SF is lower). Comm. Hale commented that it may be due to the Dept being more vigilant to admissions in the recent past.
   (public comments) There was none.
4. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission.*
   Henry Breen of the Volunteer Auxiliary commented that he is very disappointed by the disrepair that has befallen LCRS. He thinks either it should be fixed, or just closed, since the economic costs outweigh the benefits to such a small population. He would like it to be brought up to date and serve more youth, but continues to be angered by the lack of resources/attention given to it.
   Various commissioners assured him of their commitment to wanting to make LCRS a better place and will continue to stay on top of this issue. The Chief also stated that he was encouraged by Mr. Breen's involvement and the positive feelings that came from that meeting they held on the future of the Ranch. They also thanked him for his commitment.
5. *(DISCUSSION) Report from the Juvenile Probation Department on the Status of the Detention Diversion Advocacy Project.*
   L. Jackson-Simpson reported that the Center for Juvenile and Criminal Justice was in disarray, with a mass exodus of its program and managerial staff. There are program staff currently, but they are not able to answer questions as to the fiscal or programmatic stability of the agency, and no upper management has responded to the Dept's inquiries despite many opportunities to do so. There is going to be an audit of their operations, and currently there is no contract between them and the Dept for population management (under AB 1913), so no funds are being expended under the previously proposed agreement. There is the concern for use of those funds ($110,000) before the end of this contract year, but a decision on that will be delayed until after the audit of CJCJ.
   Comm. Hale commented that there is no ill will toward CJCJ, that the Dept and Commission has always tried to work with CBOs in trouble (eg. RAP), but that the unresponsiveness of CJCJ is not acceptable and that if better choices are available, then the best interest of serving young people in need will determine the proper action.
   Comm. Grossman commended L. Jackson-Simpson on her due diligence on this contract.
   Comm. Dupre asked for a "drop dead" date, whereby this contract could be finally disposed of and the Dept could move forward with a solid work contract with an appropriate CBO.

Comm. Hale commented that this was an item (approval of the CJCJ contract) that was not acted upon at the last Commission meeting, and that it can be re-agendized for final action at an upcoming Commission meeting.
(public comment) There was none.

6. *(ACTION) Review and possible approval of the Log Cabin Ranch Comprehensive Plan.*
The Chief recounted that at the last Commission meeting discussion, this item was carried over to this meeting for further discussion from Mr. Sanders. The Dept does have things to say about the plan, eg. the staff meeting at LCRS about the plan and issues at the Ranch. (see Program Comm. minutes)
There will be a follow up meeting on Oct. 7.
Comm. Grossman asked how the improvements to the pool and deck were done. Ans: DPW did the work.
Comm. Hale commented that this comprehensive plan was not chiseled in stone and that it would change with time.
Comm. Grossman emphasized that input was welcomed by the Dept and that Cassie Coleman was the contact person for that.
The Chief asked that in upcoming Commission meetings, updates on progress at LCRS be agendized until such time that the Commission feels there isn't a need for monthly reports anymore.
Upon motion, and second, a voice vote was taken, and the motion passed unanimously, 6-0.
(public comments) There was none.

7. *(ACTION) Discuss and possibly set up date for Commission Retreat.*
The decision was made (6-0) to have a retreat, but the time and place were still to be determined. No sooner than in November, but it was suggested that Jan. or Feb. of 2003 would be a much more workable time.
(public comments) There was none.

8. *(ACTION) Review and possible action on the final Dept. anti-harassment policy/procedures for detained youth*
Cassie Coleman reported that the policy as last reviewed and discussed has met with the approval of many partners; SEIU 790, the Juvenile Justice Commission. It seems to meet all legal, Departmental, and CBO concerns and is ready for adoption.
The two coordinators will be Julie Posadas and Omar Khalif.
Comm. Hale asked for a report back on progress in implementation. Frequency? Whenever there is something to report. There were no issues raised by Deputy City Attorney Rosa Sanchez. It was moved and seconded to approve this policy. **Upon voice vote, the motion passed unanimously 7-0**.
Comm. Hale asked that a certificate of commendation be given to the CBOs that brought this item up and saw it through the arduous process of fine tuning and approval.
(public comments) Ntanya Lee asked for a copy of the document. She applauded the Commission on passing this policy.

9. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee: report on the discussions held in meeting of September 17, 2002*
     Comm. Richard reported the main discussion regarding the LCRS Advisory Committee, in which the question was whether it was still a viable and needed vehicle of reviewing the operations of LCRS, as first envisioned. The main issues were its inability to establish a working group to initially undertake the review of the Ranch, after having been in existence since around July. Subsequent creation of the comprehensive plan seemed to pre empt the report that might have come from this group, and it was thought that maybe the group would be better utilized to work with the Program Committee of the Commission, and the Dept's administration, to further the comprehensive plan. Comm. Richard has called each member of the Advisory Committee and his sense is that they would agree to a disbanding of the group in favor of this. So the thought was to bring this question to the next full Commission to vote on the dissolution of the Advisory Committee.

Comm. Grossman raised the question of pre mature disbanding. It hasn't been that long, and why couldn't an extension be given to allow the group to go forth with their original charge.
Comm. Bonilla had suggested at the last Commission meeting that if the Advisory Committee hadn't gotten anything going by the next Commission meeting (the Program Comm. just passed), then he would recommend a revisit to the need of keeping the Advisory Comm.
Comm. Hale suggested that the Advisory Committee be a monitoring aid to the implementation of the comprehensive plan.
Comm. Richard agreed to contact the members again and re-visit this with them.

- *Facilities Committee: report on discussion held in meeting of September 19, 2002.*
  Comm. Chuck reported that the meeting was convened and there were no substantive reports regarding the Juvenile Hall replacment. Norm Cole gave a short update on the status of various projects within the Dept. (a list is available on the Commission webpage on meetings).

(public comments) There was none.

10. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
    Jessica Knowlan, acting Exec Dir of Center for Young Women's Development, thanked all those involved in the crafting of the anti harassment policy, and said it was a great experience for the young women that partook in the process. Comm. Hale again thanked her and the others for their work.
11. *(DISCUSSION) Announcements, requests for future agenda items.*
    Comm. Grossman asked for updates and discussion on the status of girls' services within the Dept.
    Next Commission meeting to be held at the OMI Beacon Center, at James Denman Middle School.
    Comm. Hale expressed his concern for the lack of response from the community in previous Commission meetings held in community sites. He asked the Secretary to do a large outreach effort to ask people to come to the meeting in the OMI and especially those who are concerned for services for girls, to speak.
    The Chief announced a program put on by Each One Reach One, happening tomorrow night.
12. *(ACTION) Adjournment*
    There being no further business, the meeting was adjourned at 6:46 pm.

Subject: JPC meeting agenda
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CITY AND COUNTY OF SAN FRANCISCO

JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING
To be held at OMI Beacon Center
James Denman Middle School
Enter parking lot on Seneca, between Cayuga and Delano.
San Francisco, CA 94112

5:30 pm Wednesday, October 23, 2002

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AGENDA

1. (ACTION) Roll Call
2. (ACTION) Review and approval of September 25, 2002 meeting minutes
(public comments)
3. (DISCUSSION) Chief Probation Officer's Report:
a. Status of Budget FY 02-03 and FY 03-04
b. Status of Juvenile Hall Replacement Project
**explanatory document: monthly report for August '02.
(public comments)
4. Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission
5. (ACTION) Consideration and possible action to approve renewal of contract with the California Youth Authority for diagnostic and treatment services, and temporary detention, in an amount not to exceed $150,000 for the fiscal year ($4,832/month).
6. (DISCUSSION) Presentation from Dr. Anita Grier, CCSF Trustee
Presentation by Patricia Gray, Principal, Balboa HS. &
Ronald Rachesky, Asst.
Principal.
Presentation from Domestic Violence Consortium
Presentation by Southwestern Neighborhood Improvement Group
(public comment)
7. (DISCUSSION) Report on the status of girls' services in the Dept and with its contracted partners. (JuliePosadas, Coordinator of Girls' services, YGC.
(public comments)
8. (DISCUSSION) Committee Chair Reports
Program Committee: report on the discussions held in meeting of October 15, 2002
(public comments)
9. Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission
10. (DISCUSSION) Announcements, requests for future agenda items.
11. (ACTION) Adjournment

** Explanatory documents: Copies of explanatory documents listed in this agenda, and other related materials received by the Probation Commission after the posting of this agenda, can be obtained from the Commission office by October 21. Please call the office to make arrangements.)

Oct. 17, 2002

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MINUTES OF OCTOBER 23, 2002 REGULAR MEETING

held at OMI Beacon Center James Denman Middle School San Francisco, CA 94112

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. *(ACTION) Roll Call*
   The meeting was called to order by the President, at 5:45 pm. Comms. Ricci, Bonilla, Richard were present at the gavel. Comm. Dupre arrived at 6:03 pm.
2. *(ACTION) Review and approval of September 25, 2002 meeting minutes*
   The minutes were approved as written.
   (public comments) There was none.
3. *(DISCUSSION) Chief Probation Officer's Report:*
   a. *Status of Budget FY 02-03 and FY 03-04*
      Mark Lui reported that the current FY the Dept has been requested to cut an additional 3% of the budget. They will use the 10% contingency cut list in order to do this. The next FY there will be cutbacks due to the State's budget situation. Equipment budget in the current year has been frozen. There is a bright side. The current projected deficit of the Dept has dropped half a million to about one million The reductions are coming from lessened OT in Juvenile Hall.
      A revenue source, Title 4e, is showing a shortfall currently, and unless the Dept can recapture $400K before the end of the fiscal year, the City will demand that amount be returned to the General Fund.
      The Dept has gotten approval for 17 positions to be filled, some as early as next month, others as late as Feb/Mar. Most of them are POST positions –Juvenile Hall counselors.
      The Chief said he will get a list of those positions to the Commission.
      There will be a demand for a 6% reduction in the budget request for FY '03-4. This may increase if the economy doesn't improve.
      The Dept will try to cotinue reducing OT, and will work on worker's comp (currently there are 20 out on worker's comp. It takes about $100K to 'back fill' one of those counselors at top step).
      There is no money for materials and supplies.
      Before any cuts are made to CBO contracts, the orgs will be called to discuss it and give input.
      NTanya Lee recalled that in the previous budget talks the Dept promised not to cut community contracts in the first round of the 10% contingency cuts. M. Lui confirmed that in the first 3% cut would not include CBO contracts. But in the next year, they will be affected.
   b. *Status of Juvenile Hall Replacement Project*
      Chris Bigelow briefly stated that they will be putting out the bid this Saturday, with a bid opening on Dec. 11, and start up construction in Feb. In the meantime moves to the modulars will begin. Then hazardous materials abatement will continue til Jan. 03.
   The Chief acknowledged various people who were at the meeting, including Garry Bieringer, the newly hired JDAI Coordinator.
   (public comments) There was none.
4. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
   Dan MacAllair of CJCJ spoke about the organization and gave a summary of its history as an organization.
5. *(ACTION) Consideration and possible action to approve renewal of contract with the California Youth Authority for diagnostic and treatment services, and temporary detention, in an amount not to exceed $150,000 for the fiscal year ($4,832/month/youth max.).*
   Nicole Shaw Owens said this is a renewal request. This year and last, the Dept has spent about $47K, and that is what is budgeted for the next year, but this amount asked for is to avoid having to come back for increased funds in case more is needed than what is being spent.

Comm. Hale expressed his skepticism of the value of the services by CYA. Bill Johnston said that this tool is utilized as a last effort, before commitment to the YA is made. In fact, in some cases, even after a recommendation for YA commitment is made, it may not be done. There was a short question and answer about whether there are other more economical options to accomplish the same thing. Ans. No. This is ordered by the court, to assess whether a youth is appropriate for YA. This cannot be done outside of actual placement at YA for this assessment. There are a number of other community based program services, but not for this.

Bill Johnston commented that there is AB 1792 which would require the YA be monitored similar to how other service providers are monitored and reviewed.

Public Comment: Dan MacAllair, CJCJ, commented that these diagnostics are given as short term punishment. He recommended identifying some local professionals to do this with the ultimate goal of recommending alternative dispositions to CYA.

Comm. Dupre asked the Dept what was their recommendation on this. The Chief asked for approval.

Comm. Dupre so moved. It was seconded and upon voice vote, the motion passed unanimously, 5-0.

6. *(DISCUSSION) Presentation from Dr. Anita Grier, CCSF Trustee*

Presentation by Patricia Gray, Principal, Balboa HS. & Ronald Rachesky, Asst. Principal.

Highlights of her comments: education is the best anti crime device. Balboa is ethnically, racially, and academically diverse. There are a disproportionate number of students who are troubled. A large mix of them come from various low income areas and housing authority facilities, leading to turf issues. There's a large Latino population, immigrants, and gang issues.

It is imperative to keep all the resources they have now. A PO on site and school resource officer, is a critical link to the students to help keep a climate of safety, stability for academic success. Balboa has approx. 30 or more students on active probation and another 70 recently off probation.

She lauded the commitment of her school staff in making Balboa better.

Ques: what percent of the student body go on to college. Ans: last year 76% went on to a 2 or 4 yr institution. They had the highest number of acceptances to UC Berkeley from any high school in the City. Ques: any relationships with colleges in SF. Ans: yes, with CCSF, USF, SFSU. And a number of CBOs.

What programs are at Balboa that deal with gang issues. Ans: United Players (w/Rudy Corpus), Peer Resources, and the Teen Health Clinic, but UP is the only one daling with gang issues.

There was a discussion of how the SF Bar Association might be involved more than they already are (eg. they took 22 students on a college tour in the East Coast).

Presentation from Domestic Violence Consortium There was none.

Presentation by Southwestern Neighborhood Improvement Group There was none

(public comment)

7. *(DISCUSSION) Report on the status of girls' services in the Dept and with its contracted partners. (Julie Posadas, Coordinator of Girls' services, YGC)*

Liz Jackson-Simpson reviewed some stats regarding foster placements and the ethnic/gender break down of the numbers. The numbers show half of all foster care placements in SF are African American, and 50% of those are girls. She mentioned a process going on which is trying to look at this issue, cross depts. in the city. She then introduced Julie Posadas. She gave a report in 3 parts: 1) overview of the Girls' Unit, 2) trends, and 3) future plans.

3 yrs ago she began here, from the DA's office. The unit provides education and advocacy support for girls while in detention, in an effort to reduce their recidivism. Not only do they provide programming in JH, they try to analyze the causes for the entry of girls into the system. Starting with last year, they are using AB 1913 funds to contract with community orgs to provide some of those services. Some of the partners are: DA's

office, Milestones Community Services, Sage Project. Who do age and gender specific curriculum for the detainees.
Focusing on the underlying causes for girls getting into the system, one prevalent one is a history of victimization. In the normal course of a booking there is no attention paid to this. The Girls Services Unit does dig this out and can then apply the appropriate resources to address or assist the youth. It therapy is found to be advisable, they can access funds to get therapy.
Another service the unit provides is an Inside Mentoring program, partnered with SFSU to bring in young women to visit at the hall (many of the detainees do not have people who come to visit them).
Trends: she referred to the short report she passed out to the Commissioners at the meeting. (the report is available on the Commission website, or at the JPC office).
She highlighted the rising problem of prostitution and drug sales involving younger girls and out of county girls.
Future plans: Posada reported that through this work, there has been a greater cooperation and coordination of service between the DA and the Juvenile Probation Dept. They have developed a Task Force to develop protocols dealing with prostitution. A new procedure already enacted is the stricter prosecution of the adult men who victimize young girls in the aforementioned ways.
There are many more structural and programmatic improvements they want to initiate and staff seem interested in getting to that point where these girls can immediately be referred to all the resources needed to keep them out of Juvenile Hall and out of harms way on the street.
She commented that there needs to be a regional perspective to strategically addressing this problem.
She also mentioned a 3 yr partnership with the United Way of the Bay Area to address the victimization of girls in the Bay Area. They want to help develop a model case management, gender specific response for girls. They will apply $600K toward this.
There was a question as to what services are utilized after release from Juvenile Hall. Posadas responded that there needs to be a comprehensive survey and database done to ascertain the services available and gaps in services. They are working with the Delinquency Prevention Commission to come up with this database. United Way is interested in helping develop this.
Other poins made: make sure the girls' own felt needs are heard. And there needs to be good evaluation of quality of services. There needs to be greater coordination with the Housing Authority. The issue is safe housing for the girls.
Comm. Lingad Ricci was also concerned that there needs to be such services for girls who haven't yet been introduced to the detention system. She gave an example she was familiar with, and said she hoped that there could be intervention services for girls who have not gotten into the system.
Comm. Lingad Ricci asked for periodic updates on this topic.
Comm. Hale emphasized that we needed to redouble efforts to get some more federal monies to advance this work, both in SF and regionally. He asked the Chief to give a report in the next couple of months on the regionally possibilities of dealing with this issue, and what more we and CBOs can be doing. The Chief asked to do this by the Jan. 03 meeting.
Comm. Richard asked J. Posadas to give quarterly reports to the Program. Comm.
Comm. Bonilla commented that this might be something to bring up for Bd of Supervisors support.
Comm. Hale thanked and commended Julie Posadas for her work and report.

(public comments) There was none.

8. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee: report on the discussions held in meeting of October 15, 2002*

     Comm. Richard briefly recounted that the PrIDE report was presented. He also commented that he he was going to speak with the City Attorney regarding the Advisory Committee, and would report back on that at the next meeting.

   (public comments) There was none.
9. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*

A parent (Mary Rattley) gave the Commission a letter addressing her concerns regarding the service her son is or is not receiving from the Dept. and asked for their intervention to assure that he is given all that he needs to improve.

10. *(DISCUSSION) Announcements, requests for future agenda items.*
Agendize a report on the DDAP contract. Comm. Hale broached the question of "consideration" for the easement asked for at LCRS by that private party, to widen and pave the roadway access to his contiguous property. He asked for a discussion of this by the Dept and City Attorney.
11. *(ACTION) Adjournment*
Having no further business, the meeting was adjourned at 8:01 pm.

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11/26/02

CITY AND COUNTY OF SAN FRANCISCO
JUVENILE PROBATION COMMISSION

NOTICE OF REGULAR MEETING
To be held at City Hall rm 408
1 Dr. Carlton B Goodlett Place
San Francisco, CA 94102

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6:30 pm Tuesday, November 26, 2002

AGENDA

1. *(ACTION) Roll Call*
2. *(ACTION) Review and approval of October 23, 2002 meeting minutes*
   (public comments)
3. *(DISCUSSION) Chief Probation Officer's Report:*
   a. *Status of Budget FY 02-03 and FY 03-04*
   b. *Status of Juvenile Hall Replacement Project* ***explanatory document: monthly report for Oct '02.*
   (public comments)
4. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
5. *(DISCUSSION/ACTION)) Consideration of Conditional Approval of the Contract with Center for Juvenile and Criminal Justice, for DDAP Services.*
   (public comments)
6. *(DISCUSSION) Status Report on PrIDE.*
   (public comments)
7. *(DISCUSSION) Recommendations from the general public to the Juvenile Probation Commission regarding implementation of FY 03-04 Budget Reductions.*
8. *(DISCUSSION) Committee Chair Reports*
   - ***Program Committee: report on the discussions held in meeting of November 19, 2002***

   (public comments)
9. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
10. *(DISCUSSION) Announcements, requests for future agenda items.*
11. *(ACTION) Adjournment*

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Nov. 21, 2002

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MINUTES OF NOVEMBER 26, 2002 REGULAR MEETING
held at City Hall rm 408 1 Dr. Carlton B Goodlett Place San Francisco, CA 94102

The Minutes of this meeting set forth all actions taken by the Commission on the matters stated, but not necessarily the chronological sequence in which the matters were taken up

1. *(ACTION) Roll Call*
   The meeting was called to order at 6:47 pm by the President. Comms. Bonilla, Chuck, Dupre were present at the gavel. Comms. Ricci and Richard arrived at 7:00pm and 7:24pm, respectively. Comm. Grossman was excused.
2. *(ACTION) Review and approval of October 23, 2002 meeting minutes*
   The minutes werea approved as written.
   (public comments) There was none.
3. *(DISCUSSION) Chief Probation Officer's Report:*
   a. *Status of Budget FY 02-03 and FY 03-04*
      Mark Lui, Acting Director of Finance, gave a short report on the status of the current fiscal year's budget and the upcoming budget year's planning. It basically was the same as the one given at the Finance Comm. mtg of this morning (see minutes of that meeting). In summary, the current year's budget is tight due to a call for a 3% reduction which will have to take place in this second half (deadline for submitting this reduction plan to the Mayor is Dec. 9 Most of the reduction will be accomplished without loss of staff or cuts in program services, but this may not be the same for the upcoming year. With the reductions, the Dept's budget would have experienced a net shrinking of 25% over these past two year. CBOs have been apprised of this situation and are being enlisted to think of ways to meet the upcoming cuts without severe injury to services provided.
      A continuing problem for the Dept is OT and workers comp. The Dept has to deposit some $900K into the workers' comp. fund, just to cover medical costs. There was a short discussion about the third party administrator of workers comp. called Cambridge, dealing with the Dept's claims, and how it has changed, for the better. They are hoping for a tighter review of these claims, in order to try reducing the enormity of payments.
      All labor contracts are going to be re negotiated this June 03, for the new fiscal year.
      The budget process has also been compressed one month so that a final Dept budget will have to be submitted by the end of Jan. 03.
      The impact of all the cuts mentioned to date, do not factor in the possible recommendations from both Harvey Rose, and the Juvenile Justice Advisory Committee. M. Lui stated some impacts of the cuts: reduced timely and accurate accounting of payables/receivables. Less attention to cost effective purchasing. Less frequent contract monitoring. Greater employee absenteeism, low staff morale.
      Comm. Hale noted that these years are going to be tough on everyone and encouraged everyone to be attentive to ways the Dept can get through it. He also asked the Commission Secretary to expedite preparation of the meeting minutes, as well as place the topic on the next couple of Commission agendas so that the public and all concerned could know what the situation was and have the opportunity to speak to the Commission about it. The Chief said that there may be a chance to do a community briefing where they can discuss it in detail with the community.
      Comm. Bonilla commended the Finance staff, and the Chief for their diligent work on this.
   b. *Status of Juvenile Hall Replacement Project*
      Two units of the hall, the chapel, computer lab, admissions are now closed for hazardous materials abatement –due to complete by end of Feb, 03. A pre bidders' conference was held and hopefully a

bidder can be selected by the end of Dec. 7 staff attended a workshop on transitioning to a new facility.

(public comments)

There was none.

4. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*

There was none.

5 *(DISCUSSION/ACTION)*) *Consideration of Conditional Approval of the Contract with Center for Juvenile and Criminal Justice, for DDAP Services.*

Liz Jackson-Simpson reviewed that the Dept had some concerns regarding this contract, put out in July of this year. Various requests for them to clear up these questions had gone unanswered until last month when they appeared before the Commission and made a presentation. This still did not answer the questions of three City agencies which dealt with them. A joint letter from these three agencies (MOCYF, MOCJ, JPD) was sent to CJCJ Nov. 21 asking for answers to several questions. A deadline was given, and CJCJ submitted a response which in her opinion substantially answered the concerns. She is asking for a conditional approval so that the contract process can proceed, and they (the agencies) can have follow up discussions with CJCJ to further clarify and resolve issues. Dan Macallair, Executive Director of CJCJ was given the opportunity to respond to Commission questions.

Comm. Hale stated that if the Dept has a CBO providing needed service, he doesn't think it should be lost. He just wanted the Dept to be held accountable for making sure services are delivered, and CBOs are helped in that process. D. Macallair said he also wants his program to be accountable to the youth, and has no problem with responding to the Dept's request for accountability.

Comm. Bonilla commended them for their work and asked how the other aforementioned partners felt about this contract? L. Jackson-Simpson said they agreed with going forward.

NTanya Lee reminded the Commission that while she was in support of approving their contract, it should remember that there needs to be more than just the 2 pre adjudication detention alternatives available, that this needed to be maximized as a strategy of the JDAI work.

It was asked what conditional meant. Ans: while the contract processing would proceed, the Dept would continue meeting with the agency, follow up with the POs regarding the quality of services, evaluate all program reports on service activities.

Comm. Bonilla asked that the Community Program Division make periodic reports to the Program Committee on the continuing status of the contract.

Upon motion (Comm Chuck), and second (Comm. Ricci), a voice vote was taken on granting conditional approval of the contract. It carried unanimously 6-0.

(public comments)

There was none.

6. *(DISCUSSION) Status Report on PrIDE.*

Liz Jackson-Simpson introduced Laura Lanzarotti and Sara Barengo of LaFrance Associates. They gave a summary of what has been happening since taking over the work begun under the American Justice Institute. They want to have a clear criteria for what information they want to collect and why they want to collect it. The purpose of the project is, in its simplest form, to be able to gather real time information which will allow the Dept to make decisions based on real facts regarding service population, program effectiveness, and revisions and improvements that can and should be made.

They reported that the data set compiled under the former contract is very sparse, missing not only intake data but essentially having no exit data, so they haven't been able to analyze much in the way of program efficacies. They have been doing reports using the available data, augmented by other data they have generated (via interviews, satisfaction surveys, other databases) and are in the process of making system changes to the PrIDE system, so that data can be obtained in a more timely and complete manner, and so that it is more user friendly (easy for CBOs to comply). They have streamlined many forms, discarding

some instruments which did not seem productive. They are also providing ongoing support to CBOs in gathering the data.
Sara Barengo, the liaison to CBOs, briefly highlighted the 3 reports they produced since coming onboard. (all reports are available through the Community Programs Division).
L. Jackson-Simpson commented that in order to obtain exit data, they will be conducting incremental assessments and not just wait til the end of a contract. This would allow them to capture participants who might exit before a stated end date of the program.
Ques: what training is being given to CBOs to give them an understanding of the data being gathered. Is any technical assistance given to help CBOs use these evaluations for their own fund raising efforts?
Ans: support is given to the CBOs in reference to how to gather the information and how it might be useful to them in evaluating their own work, and help in improving it. LaFrance Assoc. continues to have dialog with CBOs in translating and interpreting the data for the CBO's benefit.
L. Jackson-Simpson said that some of the training is in helping the CBO understand what the information says and how it can be used to change their services. She gave one example.
Ques: how quickly could a report be generated for looking at a program, on demand? Ans: with the current data collected, it couldn't be done. There isn't enough outcome data to make significant analysis. If all the data were there it should be very easy to generate a report at any one moment.
Comm. Chuck commended them for their work and the effort they make to construct easily understood reports. He encouraged them to also meet with CBOs Boards of Directors so they have a better understanding of their organization's activities.
Comm. Bonilla asked if it was possible for the PrIDE program to generate reports on youth needs by neighborhoods? Ans: no. it is specifically regarding participants in the CBOs.
Comm. Hale asked whether this program (PrIDE) is intellectual property that the Dept/City needs to protect. Deputy City Attorney Rosa Sanchez said that the product of this program (PrIDE) is property of the City.
(public comments)
There was none.

7. *(DISCUSSION) Recommendations from the general public to the Juvenile Probation Commission regarding implementation of FY 03-04 Budget Reductions.*
There was none
Comm. Hale asked that this be put on upcoming meeting agendas.

8. *(DISCUSSION) Committee Chair Reports*
   - *Program Committee: report on the discussions held in meeting of November 19, 2002*
   Comm. Richard reported that after discussing with members of the LCRS Advisory Committee, and fellow Program Comm. members, he has decided to disband the Advisory Comm. in favor of working in ad hoc task forces which will tackle individual projects at LCRS. He has invited all those who previously met as the LCRS Advisory Comm. to join these task forces and work toward accomplishing the comprehensive plan. The first one is working on improvements of the tennis courts.
   Dep. City Attorney Sanchez clarified that Comm. Richard was going to recommend the full Commission approve the disbanding of this committee. It will be agendized for the next full Commission meeting.
(public comments)

9. *Public comment on any matter within the subject matter jurisdiction of the Juvenile Probation Commission*
NTanya Lee commented that in her work with young people, she is finding a level of anger and frustration since Oct. 11, that is greater than at any time she can remember. There is anger for how the police are treating young people, especially African American (characterized as a "crack-down"), and frustration that programs and services for youth are just being ignored. She felt that the Commission needs to be concerned and find ways to help facilitate a wider dialog between youth and City resources to de-fuse a potentially incendiary situation.

Comm. Hale said that the Commission should possibly meet in the Bayview district at least once a year, given the needs of the community. He suggested calling on Dr. Frank Tom, SFUSD, to help set this up, maybe at Marshall HS, sometime in the new year.

The Chief suggested having contact with the African American Police Community Relations Board (set up by the Mayor to respond to such incidents in the community).

Comm. Bonilla suggested holding a townhall meeting, similar to how the Youth Commission held meetings, where issues could be raised, and referrals to services could be made.

Comm. Hale commented that this was sometime the Program Comm. could take up.

10. *(DISCUSSION) Announcements, requests for future agenda items.*

Comm. Richard announced his Thanksgiving dinner to be held tomorrow, at 131 Kiska Road.

Comm. Bonilla asked the Chief to give an update on the 4/10 work plan. The Chief said that it hadn't been initiated yet, but he will give a status report on its planning.

Comm. Hale took time to thank everyone, from the CBOs, the Dept, staff, the Probation Commission, its Secretary, for their fine work in serving the youth in the Dept and City and making the process an open and positive one. And he wished everyone a good Thanksgiving.

11. *(ACTION) Adjournment*

There being no further business, the meeting was adjourned at 8:50 pm.

Friends,

The Juvenile Probation Commission will not be holding meetings in the month of December.

The Commission wants to thank you all for your continuing support and vigilance over the operations of the Dept and issues of juvenile justice in our City.

The job cannot be done without your help.

The Commission wishes you and your loved ones a safe and merry holidays and looks forward to working with you in the new year.

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